

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

August 15, 2018 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Fred Hill, Bobby Jones, Ben Ross, and Bobby Smith

MEMBERS ABSENT: Yolanda Tremble and Caughey Hearn

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

STAFF ABSENT: None

Fred Hill began the meeting by asking the Board to share a highlight from their summer.

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

INVOCATION: The invocation was given by Bobby Jones.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the minutes of the May 16, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following items were approved at the **June 7, 2018** State Board Meeting:

New programs effective May 2018:

- Eyewear Dispensing Specialist TCC (EDS1)
- Optical Laboratory Technician TCC (OLT1)

Terminated programs effective June 2018:

- Neuromuscular Massage Therapist Diploma (NT12)
- Automotive Fundamentals Diploma (AF12)
- Carpentry Diploma (CA22)

Construction contract for the Cosmetology Lab Renovation awarded to Y-Delta, Inc. in the amount of \$419,479.00

The following items were approved at the **August 2, 2018** State Board Meeting:

New Programs effective August 2018:

- Diesel Electrical/Electronic Systems Technician (DE11)
- Diesel Engine Service Technician (DE21)
- Diesel Truck Maintenance Technician (DTM1)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- **New Faculty members** - We've been busy over the last couple months replacing vacant faculty member positions:
 - **Terry Briley, Criminal Justice Instructor** - Terry comes to us from the GS Police Department where he served as a Captain for nine years. He has about 30 years of Public Safety/Police experience and holds a Masters of Justice Administration.
 - **Ray Delva, English Instructor** - Ray comes to us from Southeastern Technical College where he served as an English Instructor. He received his MA in English from Georgia Southern University.
 - **Kara Scott, Health Science Core Instructor** - Kara is a Family Nurse Practitioner and comes to us from a CVS Minute Clinic in Pooler.
- **Program Updates**
 - Felicia Johnson, Business Technology graduate, named the 2018 Outstanding Alumni Award for Ogeechee Technical College.
 - OTC received the Rural Business Development Grant through the USDA this year for \$99,999 to purchase a John Deere Tractor for use in our Agribusiness Program. This will make a great addition to the classroom and will help enhance our students' learning. Thanks to Barry Turner and his team for their help in obtaining the grant. Our hopes to have it within the next week or so.
 - OTC hosted practical examinations here on campus this past Saturday for recent EMT basic graduates, along with the Bulloch County EMS class. All 17 of our graduates passed their practical exams. They also have to pass their written exams, and then they will be licensed EMTs.
 - We are very happy to announce that St. Joseph's Hospital in Savannah, donated a mobile x-ray unit to our Radiologic Technology program. This allows our students to practice patient situations that they may encounter in clinical settings.
- **LeAnne Robinson, Interim Dean for General Education and Dual Enrollment**
 - **Business Technology Programs** - Our Business Technology Instructor, LeAnne Robinson, will spoke to the Board about her program and opportunities it provides for graduates. The BAT program is affecting the local economy through employment within the community. A Business Healthcare Technology program began this fall semester to address the administrative needs within the healthcare industry.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

May Financial Report*

- May 31, 2018 YTD budgeted revenue/expenses were \$23,815,489. We received \$21,986,391 in revenue and expensed \$21,656,202. The financial report shows a net income of \$330,188.
- May 31, 2018 YTD Total Current Assets - \$2,787,582; Total Assets - \$2,999,138; Total Liabilities/Fund Balances \$2,999,138.
- We received 92% of our anticipated revenue and we expensed 92%.
- We received \$8,120,318 of our state funds, which is 89% of our anticipated budget of \$9,144,993.
- We received \$510,747 of our federal funds, which is 70% of our anticipated budget of \$726,025.
- We generated \$6,681,211 in local funds, which is 92% of our anticipated budget of \$7,270,356.
- We have received \$6,674,114 in Hope, Pell, private loans, and SEOG funds.

Upon a motion by T. Hall, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the May 31, 2018 financial report as presented.

June Financial Report*

- June 30, 2018 YTD budgeted revenue/expenses were \$25,351,153. We received \$25,623,796 in revenue and expensed \$24,823,133. The financial report shows a net income of \$800,662.
- June 30, 2018 YTD Total Current Assets - \$3,769,610; Total Assets - \$4,016,367; Total Liabilities/Fund Balances \$4,016,367.
- We received 100% of our anticipated revenue and we expensed 100%.
- We received \$9,532,270 of our state funds, which is 100% of our anticipated budget of \$9,532,270.
- We received \$714,350 of our federal funds, which is 98% of our anticipated budget of \$728,587.
- We generated \$7,377,363 in local funds, which is 101% of our anticipated budget of \$7,270,486.
- We have received \$7,999,811 in Hope, Pell, private loans, and SEOG funds.

Upon a motion by B. Jones, seconded by B. Ross; all in favor; none opposed; the Board reviewed and accepted the June 30, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- Mitchell named 2018 Distinguished Alumni – A 2001 graduate of the Computer Information Systems program
- Felicia Johnson named 2018 Outstanding Alumni – A 2015 graduate of the Business Administrative Technology program
- Robert Woodie and Mikayla Haigh named state officers for the National Technical Honor Society.
- Ogeechee On the Go – Student and employees of the college participated in several volunteer projects throughout the summer: Blood Drive, Soup Kitchen, Statesboro Lion's Club and Fostering Bulloch.

Foundation Report -

- Kelly Anne Wimberly Memorial Fund established. The Kelly Anne Wimberly Memorial Fund was established with the Ogeechee Technical College Foundation to benefit students who have faced extreme challenges in their lives, and who have persevered to overcome those challenges to pursue their education at Ogeechee Technical College.
- Evans County Business After Hours – August 23, 2018, 5:00 – 6:30 p.m., Evans Technical Education Complex
- J. David Russell Memorial Golf Tournament – October 12, 2018, 12:30 p.m. shot gun start, Forest Heights Country Club

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

Contract Training Benchmarks –

- FY18 gross revenue: \$168,444.00
- FY18 Total Companies Trained - 15; Benchmark – 170
- FY18 Total Hours Trained – 21,773; Benchmark – 37,994
- FY19 Benchmarks are in the process of being set by the state office and will be reflective of the new reporting requirements.

- WIOA has approved the tuition increase of the Fast Track Industrial Maintenance program of \$5,750.

Continuing Education –

- FY18 Totals: 732 trained people; 10,009 contact hours; \$174,349.26 gross revenue
- The Continuing Ed Catalog was redesigned this year as an insert in the July/August education issue of the Statesboro Magazine. The 16-page insert was also printed separately for distribution.

Facilities Report –

- Use of facilities final year-end by external parties are 37,284 vs in 19,495 FY17. An increase of 91%.
- Use of facilities in June 2018 were 1953 vs. 2145 in June 2017.
- \$39,000 in current bookings for FY19; \$75,000 anticipated revenue for FY19
- There are already three wedding bookings for 2020.

Adult Education Report -

- YTD Enrollment FY2018: 359 of 654; 55% of Goal; Ranked of
- Level Completions – 159; 44.3%
- GED Completions – 22
 - Discussion on why this number is so low and what is being done to address it.
 - Local industries are evaluating their hiring policies to be able to hire people without a high school diploma or GED with the requirement of them obtaining their GED within a certain amount of time.
- October 12, 2018 – Annual Adult Education Golf Tournament
- Program Improvement Plan in progress.

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - Book Store Manual – page 62
 - Dual Enrollment Faculty Guide – page 85

Upon a motion by T. Hall, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks as presented.

- **Procedures**
 - 3.3.2p1. Use of College Vehicles Procedure
 - 3.3.4p1. Acceptable Computer & Internet Use Procedure
 - 4.1.8p1. Faculty Workload Procedure
 - 4.3.3p1. Workplace Violence Procedure
 - 5.1.2p1. Class Schedules Procedure
 - 5.1.2p3. Work Ethics in the Curriculum Procedure
 - 5.1.2p8. Student Course Evaluations Procedure
 - 5.2.1p1. Non-Credit Instruction Training Services Procedure

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

STUDENT AFFAIRS: Yolanda Tremble. Dr. Foley reported in Yolanda's absence.

- **Fall Semester Enrollment Update**
 - Fall Semester 2018 started on Monday, August 13th and enrollment will fluctuate during the first few weeks of class as students are dropped and added to

courses. We also have a 10-week term that will begin on September 17th called the FlexEd term.

- Our end of semester enrollment for Fall Semester 2017 was 1984 students. We set an internal goal of 2024, which represents a 2% increase over last year.
 - Our enrollment count before the first day of class was 2113. Many students had their classes cancelled for nonpayment, but we are working to reregister them and help them complete their financial aid applications this week.
 - We are cautiously optimistic that we will meet our goal for this term and possibly see an increase.
- **Brandi Helton, Dean of Students**
 - **Campus Assessment Response Evaluation (CARE) Team** – This is a behavioral intervention team to be proactive in addressing students in need or get an uneasy feeling about a person or situation. An email, website, and phone numbers are dedicated for reporting situations or something of concern. The team is in the process of educating faculty, staff and students about the program. Dr. Golden asked who provides the training to those on the CARE teams. Training is provided by a national organization through TCSG.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

- **TCSG-330 / Plant Operations and Workforce Training Center Project**

Despite heavy and consistent rains, the building will be completed ahead of schedule. Furniture and equipment is being ordered in anticipation of an early October completion. The remainder of 2018 will be spent installing loose items and relocating programs and equipment into the new spaces. Plant Operations and Central Receiving will move prior to end of year with classes starting in January.

- **Screven Commercial Truck Driving Range**

This project was bid by 6 contractors with Sikes Brothers, Inc. submitting the winning bid of \$922,225. The project received its final approval at the August State Board meeting. Hopefully, we will see activity on the site as soon as late August, which means they would be done prior to year's end.

- **Occupational Studies Building \ Cosmetology Renovations**

Notice to Proceed was issued to Y-Delta on July 17th. This 5,000 sf/\$493,000 project is currently in the demolition phase. These renovations will refresh the existing salon with a modern look, improved lighting, and high-end finishes. This will better serve our students but also make a great impression on our public patrons. Beyond the salon, several classrooms will be refreshed and reconfigured based on input from the cosmetology faculty. The project will be completed and ready to welcome students and clients by Spring semester.

- **Health Science Building - South \ World Class Lab Renovations**

Due to an extended bidding period, the project was awarded on August 6th for \$459,000. Paul S. Akins Company, Inc. was the low bidder out of six contractors who submitted proposals. This very competitive bid did not deplete the construction funds allocated for the project so the college is working with TCSG to utilize these funds to supplement other related projects. The original construction window is going to be shifted to late 2018 due to early project delays and numerous other projects already in progress.

- **Exterior Signage Project**

The college has been working with Whitfield Signs to develop an exterior sign standard. There will be 4 types of signs: vehicular, pedestrian, and 2 styles of building identification. The Industrial Technology Building signs will be part of the construction costs while the college-wide signage project was approved and funded as a FY19 Major Repair and Renovation request. This will be a large-scale project but is necessary as the college has experienced sustained growth and continues to attract new visitors to the area.

PRESIDENT'S REPORT:

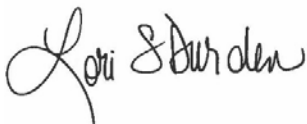
- FY2018 Local Board Survey Results – Overall, the Board members are satisfied with the function of the Board of Directors. Summary report attached.
- President Durden stated the way the economy is right now we have to fight for every new student we have. Enrollment increases are coming from Dual Enrollment. We have had enrollment increases of 1-2% over the last few semesters. 18-20% of our total enrollment is from Dual Enrollment students, which is a good percentage of total enrollment. However, the state is evaluating the Dual Enrollment program to determine how the state will sustain the cost of the program.
- Retention Rate –70.6% compared to the state average of 68%
- Graduation Rate - 78% compared to the state average of 74%
- The campus continues to grow with new projects and spaces for students and we are proud of the way it looks. Public perception is changing.
- Shelly Nickel, the interim president for GSU, and president Durden have met several times to discuss the current articulation agreements we have in place with GSU and to determine new ways to collaborate with GSU.
- The Claxton/Evans Business After Hours is on August 23, 5:00 – 6:30 p.m. at the Hagan campus.
- The college is currently seeking a Diesel Technology instructor for the new program that was supposed to start this fall. The instructor that was hired turned in his resignation just prior to the beginning of fall semester. If you know of anyone that would be a good fit, please let us know.

CHAIRPERSON'S SUMMARY: Fred complimented the Board and executive team on the work we all do in the community to improve relationships and make the college a better place. He thanked everyone for attending and his or her support of the college.

ADJOURN: There being no further business at this time the meeting adjourned at 10:18 a.m.

The next meeting of the Local Board of Directors is **September 19, 2018** 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

September 19, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Bobby Jones and Bobby Smith

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

STAFF ABSENT: Eyvonne Hart

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

INVOCATION: The invocation was given by Caughey Hearn.

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

REVIEW OF MINUTES: Upon a motion by T. Hall, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of the August 15, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following item was approved at the September 6, 2018 State Board Meeting:

- Furniture from OFS, Inc. for TCSG-330 Plant Operations & Workforce Training Center; cost \$220,568; Bond funds are available for this expenditure.
- Fred asked if the Board would be able to tour the building once the furniture is in place prior to the building opening.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- **Program Updates**
 - On September 8, 2018, the OTC Student Leadership Council (SLC) sponsored the Statesboro Soup Kitchen at the First United Methodist Church from 9:00 am- 1:00 pm. The group cooked and served Shepard's Pie, Green Beans, rolls and dessert for 387 people (eat-in & take-out). Echocardiography and Diagnostic Medical Sonography programs donated and handed out water, juice, fruit, hygiene products, socks, and more. Dental Assisting program donated and handed out toothpaste. We had 33 OTC volunteers during the course of the day from SLC, Echocardiography, Diagnostic Medical Sonography, Dental Assisting, Accounting, Business Management, and OTC Bookstore.
 - Chef Liz Morris, a graduate of our Culinary Arts program, won the Jekyll Island Shrimp and Grits Festival sponsored by Southern Living Magazine. Chef Liz is the

head chef at Eagle Creek Brewing Company here in Statesboro. She defeated six other chefs from across Georgia.

- **Dr. Amy Dorminey, Program Director/Instructor, Veterinary Technology** – Dr. Dorminey talked about the Vet Tech program and the opportunities it provides for the graduates of the program. Those who are interested in learning more about the program are welcome to visit the classroom/lab and observe procedures being performed on live animals.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

July Financial Report*

- July 31, 2018 YTD budgeted revenue/expenses were \$17,040,234. We received \$1,214,054 in revenue and expensed \$639,323. The financial report shows a net income of \$574,730.
- July 31, 2018 YTD Total Current Assets - \$3,111,576; Total Assets - \$3,372,322; Total Liabilities/Fund Balances \$3,372,322.
- We received 7% of our anticipated revenue and we expensed 9%.
- We received \$705,098 of our state funds, which is 8% of our anticipated budget of \$8,837,373.
- We received \$0.00 of our federal funds, which is 0% of our anticipated budget of \$679,569.
- We generated \$492,013 in local funds, which is 7% of our anticipated budget of \$7,506,349.
- We have received \$16,943 in Hope, Pell, Private loans, and SEOG funds.

Upon a motion by Y. Tremble, seconded by B. Ross; all in favor; none opposed; the Board reviewed and accepted the July 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- Mayor Recognizes Adult Education Program for Adult Education and Family Literacy Week.
- Ogeechee Tech Named Number One Online Community College in Georgia
- Ogeechee On the Go:
 - Medical Assisting Holds Screenings
 - OTC Participates in Downtown Getdown
 - Student Leadership Council Sponsor Blood Drive

Foundation Report -

- Matt Sawhill appointed to Executive Board
- Waits and Brower appointed to Foundation Board of Trustees
- Ogeechee Tech Foundation sponsors Business After Hours in Evans County
- J. David Russell Memorial Golf Tournament – October 12, 2018, lunch at 11:00; tee time at noon. Raffle tickets available for sale.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

Contract Training Benchmarks –

- FY19 Total Companies Trained - 14; Benchmark – TBD
- FY19 Total Hours Trained – 2,458; Benchmark – TBD
- Total Revenue - \$55,000

- Robotics Program - Justin Goodman has passed the first video submission for the Tool & Handling Operations course and is working on certification for the second course, RI Vision.
- Collaborating with Evans County Schools and Job Training Unlimited to conduct Manufacture Ready program in May 2019 with graduating seniors. This three-week program will prepare them for a job after graduation.

Facilities Report –

- Use of facilities in August 2018 were 2169 vs. 2615 in August 2017.
- \$75,000 anticipated revenue for FY19

Adult Education Report -

- Level Completions – 38; 29.92%
- ABE/GED Completions – 104; Goal 559; 6 GEDs obtained
- October 12, 2018 – Annual Adult Education Golf Tournament

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - Faculty Handbook
 - Faculty Credentials Review Manual
 - Enrollment Management Plan
 - Retention Plan
 - Marketing/Community Relations Plan

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

- **Procedures**
 - 3.1.13p1. Collection Procedure
 - 2.1.8p. Naming of College Buildings, Grounds or Programs Procedure
 - 3.3.2p2. Traffic and Parking Procedure
 - 4.3.2p4. Employee Dress Code Procedure (linked to Employee Handbook)
 - 4.1.1p1. Recruiting and Hiring Procedure
 - 4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff Guidelines
 - 4.1.1p1. Interviewing and Hiring Part-time Staff Guidelines
 - 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines
 - 6.6.1p1. Student Tuition and Fees Procedure

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

SACSCOC Reaffirmation visit – The on-site reaffirmation visit is October 1-4, 2018. SACSCOC is a regional accreditor. All technical colleges in the state of Georgia are accredited by SACSCOC. Initial accreditation was in 2013. This visit will be the first reaffirmation (5-year), the next will be 10 years from now in 2028. The off-site committee review returned only 5 items in non-compliance, which is an excellent report. The on-site committee will review those five non-compliant items, as well as, the College's Quality Enhancement Plan (QEP). They will visit some of the off-site locations and the local high schools, as well as, meet with faculty, staff, and students on campus.

STUDENT AFFAIRS: Yolanda Tremble

- **Fall Semester 7-Day Enrollment** – 1.4% increase in total enrollment Fall 2017 to Fall 2018; 1.5% increase in credit hours and FTE. System wide increase of 3.5%. FlexEd enrollment pushes enrollment to a 2% increase, which was the goal for this term. This is the fourth consecutive term reporting an increase in enrollment, and we are excited about the direction we are heading.
 - Mark Anderson asked about the large enrollment increases in some of the other technical colleges. President Durden explained the large increases are mostly in dual enrollment and are due to revised admission standards and changes to dual enrollment admission criteria.
- **Student Activities** –
 - **Welcome Week:** Fall Semester 2018 began August 13 and was kicked off with Welcome Week activities. SLC advisors and volunteers visit each building during the week and provide information about student clubs, activities, and resources available on campus. Prizes, promo items, popcorn, and drinks are available for all students. It is always a popular stop during the first week of classes.
 - **Movie Night:** The movie *Incredibles 2* will be shown on Thursday, November 8 outside in the Quad (green space between the Health Science Buildings). Gates open at 5:00 pm and the movie begins at 6:00 pm. Popcorn, candy, and drinks will be provided. Bring your own blankets and chairs. This is a FREE event for students, faculty, staff and family members.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

- **TCSG-330 / Plant Operations and Workforce Training Center Project**

The project is nearing completion and the college will take possession in early October. We are under budget and ahead of schedule. The official name of the building is Industrial Technology Building.
- **Screven Commercial Truck Driving Range**

Notice to Proceed has been issued. This official start puts the official completion date in early February, but with good weather, it could be sooner. A ribbon cutting will be scheduled for some time in February 2019.
- **Occupational Studies Building \ Cosmetology Renovations**

This renovation has moved from the demolition phase to construction. The renovation is extensive.
- **Nursing & Early Childhood Education Renovation**

The college was fortunate to receive approval for a second FY19 Major Repair and Renovation project valued at \$912,720. This is in addition to our exterior sign project. The project will renovate 6,252 square feet of the Joseph E. Kennedy Building to better support our Nursing and Early Childhood Education programs. The design contract is awarded, but the college is already working with the faculty on ideas for the new areas. Early involvement is key to a successful result.

PRESIDENT'S REPORT:

- President Durden held the State of the College yesterday, September 18, to review FY2018 and the goals for FY2019.
- President's Council was last week. The Commissioner announced he might eliminate College of the Year. If the program continues, it will be revamped significantly. The Commissioner believes the colleges should not be competing against each other and should focus on the mission.

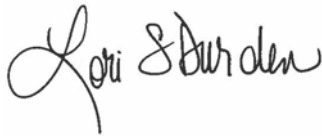
- **TCSG Leadership Conference** – Oct. 29 – 30, 2018 in Savannah. This conference is designed for the Local Boards and Foundation Boards. The conference is optional. Please let Karen know if you would like to attend.

CHAIRPERSON'S SUMMARY: Fred thanked the Board for a great meeting and for their service to the College. The scholarship luncheon yesterday was a great event.

ADJOURN: There being no further business at this time the meeting adjourned at 10:20 a.m.

The next meeting of the Local Board of Directors is **October 17, 2018** 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, flowing style.

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
October 17, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Caughey Hearn

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Bobby Jones.

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 C. Ethridge, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of the September 19, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- There was no mention of Ogeechee Technical College in the October 4, 2018 State Board meeting minutes.
- Fred congratulated the executive team for 100% compliance during the SACSCOC reaffirmation visit.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- Program Highlights
 - Distance Education- OTC hosted the fall meeting for GVTC coordinators last week, with approximately 40 attendees from other TCSG colleges and the state office. Dean Witherington shared a presentation on OTC's accessibility strategies, and OTC is in the top five TCSG colleges for overall accessibility in distance education.
 - Medical Assisting- Students and faculty are assisting with health screenings for fair workers this week, in coordination with Dr. Shim's office.

- Practical Nursing- Students are giving flu shots this week to Effingham County elementary students. We recently acquired Pruitt Health in Millen as a clinical site, and students will be featured in a news article for Millen/Tattnall County.
- New Advisory Committee Members* - *Attached*
A motion to approve the new advisory committee members was made by M. Anderson, seconded by C. Ethridge, all in favor; none opposed; the Board accepted the new advisory committee members.
- Bill Worthington, Agribusiness Program Director/Instructor, John Deere Tractor – Ryan introduced Bill Worthington. Bill spoke about the Agribusiness program and the effects the graduates have on the surrounding communities. Most graduates start their careers as an equipment operator. Students gain valuable knowledge and hands-on experience through the program. All of the latest and greatest tractors have GPS navigation. The tractor acquired through the USDA grant for the program is equipped with the technology farmers are using in the field. The new tractor is available out front for those who would like to look after the meeting.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

August Financial Report*

- August 31, 2018 YTD budgeted revenue/expenses were \$17,323,569. We received \$2,914,268 in revenue and expensed \$2,319,688. The financial report shows a net income of \$594,580.
- August 31, 2018 YTD Total Current Assets - \$3,147,037; Total Assets - \$3,387,753; Total Liabilities/Fund Balances \$3,387,753.
- We received 17 % of our anticipated revenue and we expensed 19%.
- We received \$1,433,637 of our state funds, which is 16% of our anticipated budget of \$8,837,373.
- We received \$27,906 of our federal funds, which is 4% of our anticipated budget of \$679,569.
- We generated \$1,152,447 in local funds, which is 15% of our anticipated budget of \$7,506,349.
- We have received \$300,278 in Hope, Pell, and SEOG funds.

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the August 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- Bulloch County 8th grade middle school students tour manufacturing plant in the 4th Annual Manufacturing Day Tour.
- Ogeechee Tech participates in Math and Science Night at William James Middle School.
- Pink Out Day held in support of Breast Cancer Awareness Month.

Foundation Report -

- The David Russell Memorial Golf Tournament is rescheduled for November 9, 2018.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

We are conducting a State of the Manufacturing Survey through funding provided by the Coastal Career Initiative/HDCI Grant. The grant is \$70,000 over a two-year period. The information will be used in the 2018 Manufacturing Sector Report that is being produced for the College using funding from the grant.

Contract Training –

- FY19 Total People Trained - 145
- FY19 Total Hours Trained – 5,237
- Ogeechee Tech is hosting Bulloch County ninth graders for a Business & Industry Showcase on October 31 and November 1. We expect more than 650 ninth graders to attend. The Coastal Career Initiative Grant funds the Showcase. Evans and Screven County ninth graders are also invited. We have not received commitment from either at this time.

Continuing Education –

- FY19 Total People Trained – 149
- FY19 Total Hours Trained – 2,885
- Total Revenue for combined Contract Training, American Heart and Continuing Education through September - \$91,299

Facilities Report –

- Use of facilities in September 2018 were 5242 vs. 6136 in September 2017.
- Current bookings - \$46,285
- Booking Goal for FY19 - \$75,000
- First quarter revenue in FY19 outpaced first quarter revenue in FY18 by 260%

Adult Education Report -

- The program is ¼ of the way into the year, and each county has achieved at least 23% of its FY19 enrollment goal.
- **The total number of students enrolled through September - 155**
- Earned their GED - 6
- We are starting the process for implementing the new TABE entrance assessment. The new TABE will take 8-10 hours to complete versus the 2-3 hours that the current version requires. Other states that have moved to the new TABE are reporting a decline in enrollment resulting from the new test. The new TABE is a national entrance exam and must be implemented by April 2019. Full implementation for OTC will be March 2019.

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - Business Office Procedures/Internal Controls Manual
 - Library Services Plan

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

- **Procedures**
 - 3.4.1p. Employee Access to Facilities Procedure
 - 6.2.1p1. Learning Support Procedure
 - 6.6.4p2. Attendance Procedure

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

STUDENT AFFAIRS: Yolanda Tremble

- Graduates and Awards Conferred/Placement Rates –
 - AY2018 Total Graduates – 1,013
 - AY2018 Awards Conferred – 1693
- Unduplicated Graduates & Placement Rates –
 - AY2017 Unduplicated Graduates – 1061
 - AY2017 Placed in Field – 91.5%
 - AY2017 Total Placement – 98.0%
- Annual Security Report/Cleary Report – No major incidents reported
- Student Activities – Constitution/Voter Registration Day was held on September 17 in the JEK Lobby. This event allows students the opportunity to register to vote if they have not already done so.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

- **TCSG-330 / Plant Operations and Workforce Training Center Project** - The building was officially turned over to the college on September 27th. The furniture, fixtures, and equipment are arriving with the majority to be in place by late November. As planned, classes will begin on January 7th.
- **Screven Commercial Truck Driving Range** - The construction is on schedule and without incident. The site work is well underway and the building construction will begin soon. A Press Release will go out today in Screven County regarding this project.
- **Occupational Studies Building \ Cosmetology Renovations** - The renovation project is on schedule. The contractor is currently focusing on sheetrock, electrical, and HVAC installation.
- **Electronic Sign Replacement** – The new electronic sign has been installed in the monument in front of the college.

PRESIDENT'S REPORT:

- President Durden thanked the executive team for their hard work during the SACSCOC Reaffirmation visit.
- October 23 – Congressional debate on campus between Francys Johnson and Rick Allen, JEK Auditorium, 7:00 p.m.
- November 8 – OTC Movie Night. *Incredibles 2* will be shown on an outdoor movie screen in the Quad. This event is open to faculty, staff, students and family members.
- Georgia Southern University Interim President, Shelly Nickle, visited the college yesterday. Ogeechee Tech and GSU are working together to increase the number of

articulation agreements between the Colleges. Ms. Nickle gave President Durden an update on EGSC Statesboro campus. The plan is for EGSC to move onto Georgia Southern's campus into the Nessmith Lane Building. USG chancellor has agreed to this move and they are working toward that plan. They have not determined what will be done with the current EGSC Statesboro building. Current enrollment at GSU is 26,400; including former Armstrong students. The annual capital campaign for GSU, *A Day for Southern*, will not be moving to the spring. GSU will not hold *A Day for Southern* this year, instead they are holding a thank you event on November 2 during First Friday called *A Day for Statesboro*.

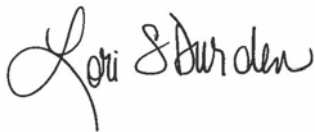
- TCSG Annual Conference – Those attending are registered and hotel/travel information shared with each attendee. A dinner is planned for Monday evening.

CHAIRPERSON'S SUMMARY: Fred expressed his appreciation to the Board and staff for all of their hard work.

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 **November 28, 2018** 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, flowing style.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

November 28, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Bobby Smith

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

STAFF ABSENT: Eyvonne Hart

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:05 a.m.

INVOCATION: The invocation was given by Mark Anderson.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by B. Golden; all in favor; none opposed; the Board accepted the minutes of the October 17, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The following items were approved at the October 30, 2018 State Board meeting:
 - Program Standards and Revisions for Contact Lens Specialist (CL51)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- Program Highlights
 - The Medical Assisting Program at Ogeechee Technical College recently held a pinning ceremony in the Joseph E. Kennedy Auditorium. Jennifer Witherington, Senior Academic Dean provided the welcome, while Program Director, Michelle McCranie, gave opening remarks. McCranie and instructors Mallorie Morris and Brigitte Zittrouer individually recognized 15 students for their achievements. Students, Marhia Abbuhl and Jessica Aaron delivered the Medical Assisting Creed and closing marks, receptively. A reception immediately followed.
 - The Dental Assisting students of Ogeechee Technical College, accompanied by instructors Yvonne Jenkins and Candace Kent, recently provided dental care to workers at the Kiwanis Ogeechee Fair. Jenkins and Kent performed dental screenings in preparation for visits from local volunteer dentists. The students assisted patients in completing medical history forms, charted findings during the screenings, and made appointments for the patients. Jenkins said patients

were screened on the first day and the dentists performed treatment on days two and three in the Georgia Baptist Missions Mobile Dental Unit.

- New Advisory Committee Members* (Attached)
 - Advisory Committees are vital to the success of our programs. We rely on our industry partners to ensure our curriculum and equipment remains relevant in today's workforce.
 - The requested changes from the faculty about members on program committees were presented for Board acceptance.

A motion to accept the new advisory committee members was made by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the new advisory committee members were accepted as presented.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

September Financial Report*

- September 30, 2018 YTD budgeted revenue/expenses were \$20,726,659. We received \$8,449,010 in revenue and expensed \$6,714,252. The financial report shows a net income of \$1,734,759.
- September 30, 2018 YTD Total Current Assets - \$4,279,488; Total Assets - \$4,526,572; Total Liabilities/Fund Balances \$4,526,572.
- We received 41% of our anticipated revenue and we expensed 37%.
- We received \$2,166,769 of our state funds, which is 23% of our anticipated budget of \$9,296,615.
- We received \$59,620 of our federal funds, which is 9% of our anticipated budget of \$679,569.
- We generated \$2,978,496 in local funds, which is 40% of our anticipated budget of \$7,506,349.
- We have received \$3,244,126 in Hope, Pell, and SEOG funds.

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the September 30, 2018 financial report as presented.

October Financial Report*

- October 31, 2018 YTD budgeted revenue/expenses were \$20,904,175. We received \$9,523,743 in revenue and expensed \$8,316,900. The financial report shows a net income of \$1,206,844.
- October 31, 2018 YTD Total Current Assets - \$3,754,550; Total Assets - \$3,977,059; Total Liabilities/Fund Balances \$3,977,059.
- We received 46% of our anticipated revenue and we expensed 44%.
- We received \$2,904,441 of our state funds, which is 31% of our anticipated budget of \$9,351,615.
- We received \$99,829 of our federal funds, which is 15% of our anticipated budget of \$679,569.
- We generated \$3,154,830 in local funds, which is 42% of our anticipated budget of \$7,506,349.
- We have received \$3,366,642 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the October 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- President' Lori Durden, Ogeechee Tech, and Shelly Nickel, Georgia Southern, volunteered at the Kiwanis Ogeechee Fair. Durden and Nickel took a turn at flipping pancakes in what is one of the more popular eateries at the Fair. The Kiwanis Club raises funds to support various local organizations, including funding scholarships and other initiatives at Ogeechee Tech and Georgia Southern.
- Student Leadership Council of Ogeechee Technical College recently sponsored the Statesboro Soup Kitchen at the First United Methodist Church in Statesboro. The participants cooked and served a hot lunch and dessert for 362 people. Ogeechee Tech volunteers assisting with the Soup Kitchen included individuals from SLC, Student Affairs, College Advancement, Accounting, Business Management and Technology, Construction, Computer Information Systems, Dental Assisting, and the Student Veterans Association.
- The Dental Assisting students of Ogeechee Technical College, accompanied by instructors Yvonne Jenkins and Candace Kent, recently provided dental care to workers at the Kiwanis Ogeechee Fair. Jenkins and Kent performed dental screenings in preparation for visits from local volunteer dentists. The students assisted patients in completing medical history forms, charted findings during the screenings, and made appointments for the patients. Jenkins said patients were screened on the first day and the dentists performed treatment on days two and three in the Georgia Baptist Missions Mobile Dental Unit.
- Kristina Brewton, Counseling and Retention Coordinator for Ogeechee Technical College, recently held a class presentation for the Funeral Service Education program. The topic was professionalism and self-care. Brewton said, "Providing funeral services requires a lot of pouring into others. It is essential to pour back into yourself so that you can provide the best service to others."
- Twenty-six Ogeechee Technical College advisors, student officers, and students from National Technical Honor Society (NTHS), SkillsUSA, Dental Assisting, Student Chapter of the National Association of Veterinary Technicians of America (SCNAVTA), Out to Conquer (Gaming Club), and the Student Veterans Association (SVA), recently attended the 29th annual Georgia Fall Leadership Conference in Atlanta. The theme of this year's conference was "Game On- Leaders Take Your Turn." The keynote speaker was Jake Kelfer, a lifestyle entrepreneur and elevator from Los Angeles. He is an inspirational speaker on a mission to elevate and motivate millions of people to achieve their definition of success. Conference sessions included Elevate Your Network: Authenticity Creates Opportunity, Generational Communication for an Effective Meeting, VUCA Leadership: Trends in Business Strategy, Breaking Pandora's Box: Taking a Chance on You, along with breakout sessions specifically for student officers or student organization members.
- Veterans at Ogeechee Technical College were honored at a Veterans Day Barbeque held at the College. The luncheon, along with fun and games, was open to all student, faculty, and staff veterans, active military, and their families. Ogeechee Tech offers many programs and services to assist Veterans and Active Duty service members achieve their personal, professional, and educational goals.

Foundation Report -

- The golf tournament was a success and we expect to have a good revenue for the Adult Education program. Barry and Jan thanked everyone for their support and assistance with the tournament.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

Contract Training Benchmarks –

- October Companies Trained -7
- October Total Hours Trained – 1,967
- Total Revenue - \$15,130
- YTD FY2019 – 265 trained; 7,204 contact hours; \$55,163.00 gross revenue.
- The Charge Ahead Business & Industry Showcase was held on October 31 and November 1. Approximately 400 students from Bulloch County Schools attended and 13 companies were showcased. Student participated in various activities and learned about jobs and careers in manufacturing, healthcare, public service, logistics/warehousing, and construction. Ogeechee Tech Admissions was also in attendance to promote technical education. Equipment for the robotics lab has been delivered and installed. Waiting on the floor mount.
- WIOA course
- The Amatrol lab equipment and Computer Numerical Control (CNC) machine will be moved to the new Industrial Technology building. Jan explained what a CNC machine is used for.

Continuing Education –

- October Individuals trained – 60
- October Total Hours – 1,111
- Total Revenue - \$13,958
- YTD F Y19 – 209 trained; 3,996 hours; \$68,156 gross revenue

Facilities Report –

- Use of facilities in October 2018 were 3747 vs. 4862 in October 2017.
- \$54,200 anticipated revenue for FY19

Adult Education Report -

- ABE/GED Completions – 215; Goal 559
- College and Career Fair for corrections was held

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Mission/Vision Statement Review**
 - In August, all divisions and the Executive Council reviewed the mission and vision statements. In September, Student Leadership Council completed the same review, and in October, each occupational advisory committee reviewed the statements as well. There are no recommended changes to the Mission and Vision statements at this time.
- **Plans/Manuals/Handbooks**
 - October
 - a. Academic Advising Handbook
 - b. Student Affairs Plan
 - November
 - c. Adult Education Student Handbook

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

- **Procedures**

- October

- a. 2.3.2p1. Public Complaint Procedure
 - b. 3.2.1p. Intellectual Property Procedure
 - c. 3.3.3p1. Use of Campus Facilities Procedure
 - d. 3.3.6p. Alcohol on Campus Procedure
 - e. 5.1.2p4. Library Materials Selection Procedure

- November

- e. 3.3.4p3. Privacy Notice to Computer Users Procedure
 - f. 3.3.4p4. Remote Access Procedure
 - g. 4.3.2p5. Public Demonstration Procedure
 - h. 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
 - i. 5.1.11p2-8. Instructional Live Work Projects Procedure

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

STUDENT AFFAIRS: Yolanda Tremble

Student Activities

- **November 3, 2018:**

- Soup Kitchen*

- OTC Student Leadership Council sponsored the First United Methodist Church of Statesboro Soup Kitchen. We cooked and served Chicken and Dumplings for 362 people. OTC had more than 15 students/faculty/staff volunteers.

- **November 8, 2018:**

- Movie Night*

- Student Activities sponsored a movie night. "Incredibles 2" was shown in the Kennedy Auditorium. The "doors" opened at 5:00 pm. Hot dogs, popcorn, candy and drinks were served. The movie started at 6:00 pm. More than 60 students/faculty/staff attended. OTC blankets were given to each family as a promo item.

- **November 9-11, 2018:**

- Georgia Fall Leadership Conference*

- Twenty-six (26) Advisors and Student Officers from National Technical Honor Society (NTHS), SkillsUSA, Dental Assisting, Student Chapter of the National Association of Veterinary Technicians of America (SCNAVTA), Out to Conquer (Gaming Club), and Student Veteran's Association (SVA), attended the 29th annual Georgia Fall Leadership Conference in Atlanta, GA November 9-11, 2018. The theme of this year's conference was "Game On-Leaders Take Your Turn". The keynote speaker was Jake Kelfer, a lifestyle entrepreneur and elevator from Los Angeles, CA. He is an inspirational speaker on a mission to elevate and motivate millions of people to achieve their definition of success.

Sessions included *Elevate Your Network: Authenticity Creates Opportunity*, *Generational Communication for an Effective Meeting*, *VUCA Leadership: Trends in Business Strategy*, *Breaking Pandora's Box: Taking a Chance on You*, along with breakout sessions specifically for Presidents, VPs, Secretary/Treasurers, parliamentarians, Reporter/Historians, and Member Training.

- **November 12, 2018:**

- Veteran's Appreciation BBQ*

- A Veteran's Appreciation BBQ was held in the Natural Resource oak Room from 12:00-1:30 pm. Shane's Rib Shack BBQ was served to over 50 attendees (students/faculty/staff and their families). Corn Hole, Jenga, Tic-Tac-Toe and Connect 4 games were available to play.

- **November 26-29, 2018:**

- Finals Week Events*

- Monday: Coffee & Hot Chocolate Bar (Kennedy Lobby)

- Tuesday: Chair Massage (Kennedy Lobby)

- Wednesday: Inflatable Fun (Disco Dome, Connect 3 Basketball & Battle Bots)

- Thursday: Hot Dog Lunch/Dinner (Kennedy Lobby)

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

- **TCSG 330 – Industrial Technology Building** – Furniture being delivered and installed this week and final punch list is in progress. Classes will begin on January 7, 2019.
- **Screven County CTD Range** – Weather has been an issue but not significant enough to severely impact the construction schedule.
- **Cosmetology Renovation** – The renovation project is nearing completion. The main salon/classrooms will be finished by the end of November allowing plenty of time to move in before spring semester begins January 7, 2019.
- **Health Science South Renovation** – Demolition is complete; construction is in progress; the project is on schedule.
- **Nursing/ECCE Renovation** – the kick-off meeting was held on November 5 and included OTC faculty and staff, architects, TCSG staff, and anyone who has a stake in the project. Early inclusion guarantees long-term success.

PRESIDENT'S REPORT:

- Holiday Party – December 6, 5:00 pm on the Cattails Café patio
- Holiday Break – December 21 – January 1; college re-opens January 2, 2019
- Governor and Mrs. Deal Thank You Event – December 12, 6:00 pm; Oak Room
- State Board meeting is December 4 – Conservation Law Enforcement program will be on the agenda for approval. This program combines the Criminal Justice and Fish and Wildlife programs. This will give students the opportunity to go to work with the DNR as game wardens. First program of its kind in our region.
- Regional Education Summit – Summit held on November 16; all Technical Colleges and USG Colleges in the Southeast region were invited to attend. President Durden, Brandy Taylor, and Jan Moore attended. The Summit was intended to initiate conversations and build relationships between USG and TCSG for collaboration in providing the best programs to serve the areas workforce needs.

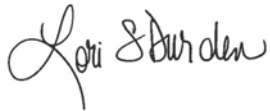
- President Durden announced Karen Mobley received an award from the Georgia Educational Advancement Council (GEAC) for her work with the College's Alumni Association.
- Retirement Reception for Buddy Sapp, Anthony Pisacano, and John Bacon will be held on December 13 at 4:00 pm in the Oak Room. President Durden invited all Board members to attend.

CHAIRPERSON'S SUMMARY: Fred thanked everyone for their support of the college and thanked those who attended the conference. Barbara Golden mentioned she really enjoyed meeting the Board members of the other technical colleges. Fred wished everyone a Merry Christmas and Happy New Year. Have a blessed holiday season.

ADJOURN: There being no further business at this time the meeting adjourned at 9:52 a.m.

The next meeting of the Local Board of Directors is **February 20, 2019** 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 "S".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
February 20, 2019 | 9:00 a.m.

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

MEMBERS ABSENT: Carolyn Ethridge and Ben Ross

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Bobby Jones.

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 Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of the November 19, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The following items were approved at the State Board meeting in December 2018:
 - Conservation Law Enforcement Degree (CL13), effective August 2019
- The following programs have been terminated effective January 2019:
 - Social Media Marketing TCC (SM11)
 - Patient Care Assistant TCC (PC21)
 - Web Site Developer TCC (ISE1)
 - Vascular Technology Specialist (VTS1)
 - Certified Manufacturing Specialist TCC (CM51)
 - Nail Technician TCC (NT11)
 - Certified Warehousing and Distribution Specialist TCC (CW11)
 - Magnetic Resonance Imaging Specialist TCC (MRI1)
 - Tumor Registry Specialist TCC (TRS1)
 - Opticians Assistant TCC (OA51)
- Ryan and Brandy explained these TCCs are no longer active or lead to gainful employment.

- There was no mention of Ogeechee Technical College in the January State Board minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- New Faculty Members
 - LeAnne Robinson, Dean for Academic Affairs
 - Jeffry Roberson, Construction Management
 - Troy Kent, Heavy Diesel Technician
- New Program Requests*
 - Cybersecurity Associate of Applied Science
 - Cybersecurity Diploma
 - Cybersecurity Technical Certificate of Credit

Upon a motion by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the new program requests.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

November Financial Report*

- November 30, 2018 YTD budgeted revenue/expenses were \$20,933,894. We received \$10,574,876 in revenue and expensed \$10,008,937. The financial report shows a net income of \$565,939.
- November 30, 2018 YTD Total Current Assets - \$3,042,289; Total Assets - \$3,334,280; Total Liabilities/Fund Balances \$3,334,280.
- We received 51% of our anticipated revenue and we expensed 51%.
- We received \$3,622,131 of our state funds, which is 39% of our anticipated budget of \$9,356,107.
- We received \$150,412 of our federal funds, which is 22% of our anticipated budget of \$679,569.
- We generated \$3,410,464 in local funds, which is 45% of our anticipated budget of \$7,506,349.
- We have received \$3,391,869 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the November 30, 2018 financial report as presented.

December Financial Report*

- December 31, 2018 YTD budgeted revenue/expenses were \$20,999,314. We received \$11,518,614 in revenue and expensed \$11,420,596. The financial report shows a net income of \$98,018.
- December 31, 2018 YTD Total Current Assets - \$2,477,095; Total Assets - \$2,869,607; Total Liabilities/Fund Balances \$2,869,607.
- We received 55% of our anticipated revenue and we expensed 58%.
- We received \$4,424,093 of our state funds, which is 47% of our anticipated budget of \$9,394,772.

- We received \$170,104 of our federal funds, which is 25% of our anticipated budget of \$679,569.
- We generated \$3,505,793 in local funds, which is 47% of our anticipated budget of \$7,506,349.
- We have received \$2,418,624 in Hope, Pell, and SEOG funds.

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the December 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

Press Release Headlines -

- 2019 Employee Awards
- Veterinary Technology students attend conference
- Dental Assisting students volunteer services
- Ogeechee Tech participates in Tech Fair
- Denise Batton, Human Resource Generalist with Briggs & Stratton, spoke to students in the Industrial Systems Technology program.

Foundation Report -

- Business After Hours – Tomorrow, February 21, 5:00 – 6:30 pm; Ribbon Cutting at 4:30 pm
- iGot Campaign
 - Bulloch & Evans Counties – March 19
 - Screven County – February 28
 - Victory Celebration – March 21, Convention and Visitors Bureau
 - Pre-call folders were distributed to the Local Board Members

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

- All of the robotics equipment for the new lab is installed and will be operational during Business After Hours tomorrow. The Amatrol industrial maintenance training lab has been moved to the new building as well, and is ready for display.
- The Manufacture Ready class for High School seniors was presented to Claxton High School seniors this past Tuesday. There was a tremendous amount of interest. The course is slated for 25 students to attend during the last week of April and the first three weeks of May 2019. This course will be the first of its kind offered in the state using WIOA funding.

Contract Training –

- FY19 Total People Trained - 356
- FY19 Total Hours Trained – 9,705

Continuing Education –

- FY19 Total People Trained – 391
- FY19 Total Hours Trained – 4,696

Total Revenue for Contract Training, Continuing Education, and American Heart through January: \$155,705

Facilities Report –

- Use of facilities in January 2019 were 1119 vs. 1852 in January 2018.
- Current Bookings: \$62, 415 (83% of Goal)
- Booking Goal for FY19: \$75,000
- Facilities Usage YTD: 14,702

Adult Education Report -

- YTD Total Enrollment: 257
- 46.7% of our students this year have earned a Measurable Skill Gain.
- ABE/GED Completions – 227; Goal 576
- GED graduates – 19; Statewide numbers are down approximately 6%.
- The program has been removed from the Program Improvement Plan.

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - a. Employee Handbook
 - b. Warranty Claims Procedures Manual

Upon a motion by M. Anderson, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks as presented.

- **Procedures**
 - a. 1.1p. Development, Approval and Review of Local Procedures
 - b. 1.1pa2. Local Procedure Format
 - c. 3.1.12p1. Cooperative Nonprofit Organizations Procedure
 - d. 3.1.12p2. Foundation Procedure
 - e. 3.3.4p5. Laptop Computer Use Procedure
 - f. 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
 - g. 6.2.1p4. Student Assessment Procedure
 - h. 6.4.1p1. College Catalogs Procedure

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

STUDENT AFFAIRS: Yolanda Tremble

- Spring Semester Enrollment – 2,003; 3.8% increase. FTE: 1289; 6.0% increase
 - a. Currently 2,088 students registered for Spring; 6.7% increase over spring 2018.
 - b. Dual Enrollment – 367; 18% of total enrollment.
- GOAL (Georgia Occupational Award of Leadership)/RPA (Rick Perkins Award)
 - a. GOAL Student –
 - b. Rick Perkins Instructor of the Year – Billie Walker, Veterinary Technology
 - c. Regional competition is tomorrow in Tifton; State competition April 14-16 in Atlanta.
- 2019 Spring Commencement – May 16, 2019, 7:00 pm, Hanner Field House at GSU.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

- **Screven Commercial Truck Driving Range** - Weather has been a challenge, but the building is nearly complete and the range is in progress. Furniture installation is scheduled for February 19th (installed), final inspection is Feb 21st and classes will start on March 7th. The range must be complete by March 18.
- **Occupational Studies Building/Cosmetology Renovations** - The renovation construction phase is complete and classes are being held in these spaces. New furniture completes the project on February 19, which was installed.
- **Nursing/Early Childhood Education Renovation** - We are wrapping up the design phase as continuous discussions bring us closer to a proposal that meets everyone's needs, while keeping budget in mind. Afterwards, the long process of creating construction documents, posting the project, and hiring the contractor begins. The goal is to be under construction by the end of 2019.
- **Health Science Building South/World Class Lab Renovations** - This project has made a significant impact to the classrooms, labs, and common areas of a building utilized by a large number of OTC students. We were fortunate to be under budget so we will continue the renovation into adjoining spaces and contribute to the new nursing renovation.

PRESIDENT'S REPORT:

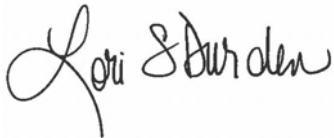
- Jeff Davis demonstrated the new flat screen, touch screen computer/monitor in the Board room and showed the Economic Development video. There are three 86" computer/monitors throughout campus (JEK Board room, OSB Board room, Plant Operations Plan Room) and one 90" non-touch screen in the Industrial Technology Building Board Room.
- Dual Enrollment proposed changes – Proposed legislation would limit Dual Enrollment to juniors and seniors only and allow private colleges to establish a flat fee per credit hour for core (transferable) classes.
- 2019 Legislative Session is well underway. Legislation that we are paying close attention to include Dual Enrollment, Capital Projects, TRS Plan changes, and Campus Carry.
- Capital Projects submitted include improvements to existing buildings; no new buildings are in the Master Plan. Phase II Joe Kennedy/Library Expansion is the last major renovation in the Master Plan.
- iGot speaking engagements are scheduled for the next few weeks as we lead into the iGot community campaigns. President Durden expressed her appreciation for the Boards support during the campaign.
- The new president for Georgia Southern University, Dr. Kyle Marrero, is very willing to work with Ogeechee Tech and continue our partnership. He begins his new role April 1, 2019.
- We hope to see everyone tomorrow for the Ribbon Cutting and Business After Hours at the Industrial Technology Building.

CHAIRPERSON'S SUMMARY: We are off to a great start for 2019. Fred commented on the truck driving program and how it is now so flexible; it is not all over-the-road. Fred expressed his appreciation to everyone for being here today and hopes to see you all tomorrow for the ribbon cutting and Business After Hours.

ADJOURN: There being no further business at this time the meeting adjourned at 9:54 a.m.

The next meeting of the Local Board of Directors is **March 20, 2019** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori S. Durden". The signature is written in black ink and is positioned above the printed name.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

March 20, 2019 | 9:00 a.m.

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

MEMBERS ABSENT: Tammi Hall and Bobby Smith

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Yolanda Tremble.

Fred opened by asking if anyone had any highlights from iGot day yesterday. Yolanda said everyone was very receptive; Carolyn said it was good to see the impact the College has on the community. She and Jeff visited Kidovations and there were several currently enrolled students in the ECCE program there for their clinical site training. Barbara said she really enjoyed meeting the business owners and appreciated the logistics of the businesses she and her partner, Rachel Edwards, visited. They were able to visit 5 or 6 businesses in less than 1-1/2 hours. Barry noted the logistics of the calls were pre-arranged to make all of the visits more efficient. He also thanked everyone for their support.

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

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of the February 20, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The following new programs were approved at the State Board meeting in February 2019:
 - Cybersecurity Degree (CY13), effective August 2019
 - Cybersecurity Diploma (CY12), effective August 2019
 - Cybersecurity TCC (IS81), effective August 2019
- The following program was terminated:
 - Radiology PACS Specialist Diploma (RPS4)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- New Faculty Members -

- Chris Page, Paramedicine Director – Chris comes to us from Bulloch County Emergency Medical Services where he served as an EMT-Paramedic. His education and experience will be very beneficial to the Paramedicine program.
- Program Highlights –
 - An Opticianry program accreditation is scheduled for April 7-9, 2018. There will be three visitors on campus to review the program standards and ensure compliance.
 - The Spring Radiologic Technology Pinning Ceremony is scheduled for April 15 at 7:00 pm in the JEK Auditorium. This is a small ceremony for students to invite family and friends to watch them be pinned as a Radiologic Technologist. The Board is invited to attend.
- Lisa Lanier, Director for Library Services – Lisa distributed a packet of information and reviewed each item and what the piece is used for throughout the year.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

January Financial Report*

- January 31, 2019 YTD budgeted revenue/expenses were \$21,323,010. We received \$13,240,022 in revenue and expensed \$13,136,165. The financial report shows a net income of \$103,857.
- January 31, 2019 YTD Total Current Assets - \$2,963,369; Total Assets - \$3,183,075; Total Liabilities/Fund Balances \$3,183,075.
- We received 62% of our anticipated revenue and we expensed 65%.
- We received \$2,157,130 of our state funds, which is 55% of our anticipated budget of \$9,368,270.
- We received \$203,979 of our federal funds, which is 30% of our anticipated budget of \$684,422.
- We generated \$4,114,944 in local funds, which is 55% of our anticipated budget of \$7,506,349.
- We have received \$3,763,969 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the January 31, 2019 financial report as presented.

February Financial Report*

- February 28, 2019 YTD budgeted revenue/expenses were \$24,298,115. We received \$18,969,187 in revenue and expensed \$17,614,439. The financial report shows a net income of \$1,354,748.
- February 28, 2019 YTD Total Current Assets - \$3,920,043; Total Assets - \$4,151,890; Total Liabilities/Fund Balances \$4,151,890.
- We received 78% of our anticipated revenue and we expensed 75%.
- We received \$6,040,684 of our state funds, which is 64% of our anticipated budget of \$9,398,049.
- We received \$232,944 of our federal funds, which is 33% of our anticipated budget of \$709,851.
- We generated \$6,011,692 in local funds, which is 80% of our anticipated budget of \$7,506,349.
- We have received \$6,683,866 in Hope, Pell, and SEOG funds.

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the February 28, 2019 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- Dental Assisting students visit local schools
- Student Leadership Council sponsors soup kitchen
- Fat Tuesday Event Held
- Heart Health Month observed
- Graduation Gala held
- Student Leadership Council sponsors blood drive

Foundation Report -

The annual iGot Campaign is underway. Bulloch and Evans Counties kicked-off yesterday. Screven County has been underway for a few weeks. The reveal will take place on Thursday, March 21 at 4:00 pm at the CVB.

USDA Grant Application* -

The 2019 USDA Grant Application is in progress and will be submitted for Portable Welding Simulators. The grant is for \$99,999.

Upon a motion by B. Golden, seconded by C. Etheridge; all in favor; none opposed; the Board reviewed and accepted the submission of the 2019 USDA Grant application for portable welding simulators.

Caughey announced that Tammi Hall fell and broke her leg over the weekend. She will be having surgery sometime within the next week. Barbara Golden asked if Karen Mobley would email Tammi's contact information out to the Board.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

- Justin has begun the FANUC Handling Tool & Operations training with the academic intermediate PLC class.
- We are working with WorkSource Coastal to add a Customer Service program to the Georgia WorkSource approved training list as part of the Adult Education training pathways.

Contract Training – February 2019

- Companies Trained – 7
- People Trained - 52
- Total Hours Trained – 1,084
- Total Revenue - \$3,320
- YTD: 408 people trained; 9,695 contact hours; \$84,447 in revenue

Continuing Education – February 2019

- People Trained - 68
- Total Hours Trained – 887
- Total Revenue - \$11,161.10
- YTD: 389 people trained; 5,174 contact hours; \$67,181.05

Total Revenue in February - \$14,481.10

YTD Total Revenue - \$125,266 (includes AHA)

Facilities Report –

- Use of facilities in February 2019 were 1017 vs. 3581 in February 2018.
- \$61,228 current bookings; \$75,000 anticipated revenue for FY19

Adult Education Report -

- Enrollment – 274; Goal 654; 42% of Goal
- GED graduates – 23

Barbara mentioned a brand of cookie sold at Dollar General that the revenues support adult literacy. Ryan mentioned the college has benefited from the Dollar General grant in the past.

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - a. Technology Plan
 - b. Disaster Recovery Plan
 - c. Facilities Maintenance Plan
 - d. Academic Affairs Classroom/Lab Safety Management Plan

Upon a motion by M. Anderson, seconded by C. Etheridge; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks as presented.

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

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

- **FY2020 Perkins Funding Request*** – Brandy Taylor reviewed the FY2020 Perkins Funding Request. The bulk of the Perkins budget goes toward personnel and program equipment.
Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed FY2020 Perkins Funding Request.
- **FY2020 Perkins Board Member Self-Disclosure** – Federal Perkins requirement. Please complete the form and return to Brandy Taylor.

STUDENT AFFAIRS: Yolanda Tremble

- **New Staff Members -**
 - **Victoria Ruiz, Student Navigator** – Victoria is currently serving as one of our English instructors and has always had a passion for helping students. She will transition into her new position by the end of this semester. The Student Navigator is charged with

- managing the Early Alert system on campus to prove intrusive advising and prevent students from withdrawing.
- **Noli Burns, Counseling and Retention Coordinator** – Noli comes to us from the Community Service Board of Middle Georgia where she served as an APEX Counselor. Her education and experience will be a great addition to the Student Support Services team.
 - **Cindy Phillips, Director for Career Placement and Student Support Services** – Cindy moved into the Career Placement role after serving as our Student Navigator. Her background and experience will be very valuable as she leads our career placement office.
 - **SkillsUSA Georgia Postsecondary Competition** –
 - Ogeechee Tech’s SkillsUSA team is looking to bring home the GOLD in few more days! The Team of 23 students and 7 advisors will attend the SkillsUSA Georgia Postsecondary State Conference Mar 22-24 in Atlanta, GA. OTC’s team will compete in 11 competitions. Competitions range from the Quiz Bowl, Internet Working, and Medical Math to Electrical Construction and Medical Terminology.
 - Winners of the State Competition are eligible to advance to the National Championships in Louisville, KY, June 24-28, 2019.
 - **2019 Career Fair** – April 10, 2019; 70 employers registered to attend.
 - **Student Activities** -
 - Mid-term massages/National Nutrition Month held on March 12, 2019 – Students were invited to receive a 3-5-minute chair massage as they were preparing for mid-term exams. Healthy snacks were provided as well.
 - Veterans Resource Fair – On April 2, all active military and veteran students are invited to attend a resource fair designed specifically for them. Resources available will vary from internal sources like Career Services and Counseling Services to external sources like the VA. Refreshments will be provided.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith; Jeff Davis reported in Bobby’s absence.

- **Screven Commercial Truck Driving Range** – As planned, the first class started on March 7, 2019. A ribbon cutting ceremony to be announced soon.
- **Nursing/Early Childhood Care & Education Renovation** – The design phase is wrapping up and we are moving into the next phase: Construction Documents. Construction is expected to begin in late fall.
- **Health Science Building – South/World Class Lab Renovations** – This project is nearing completion. We were able to include two additional classrooms and upgrading hallway lighting and carpeting in the project with remaining funds. Classroom furniture and lab equipment is being restored with many spaces already back in use.
- **Upcoming Major Repair and Renovation Projects** – As we approach year-end, we feel comfortable releasing ‘non-critical’ projects to utilize FY2019 funds allocated to the college specifically for maintenance.
 - The Occupations Studies Building will be getting new windows for the Student Center
 - The Joseph E. Kennedy Building at the 300 wing, and Occupational Studies Building at the Cosmetology patron entrance will have the automatic doors replaced.
 - Electronic access locks for the Occupational Studies Building, Annex, Assessment Center, Health Science South, and both Evans and Screven Workforce Development Centers will be replaced.

PRESIDENT'S REPORT:

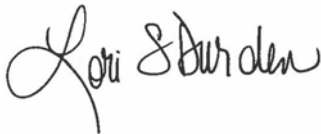
- President Durden mentioned the next capital project will be the expansion of the Library to accommodate more computers for student use.
- Legislation to watch –
 - Dual Enrollment bill - Proposing to cap dual enrollment at 16 credit hours per semester and 30 total hours. Upon completion of 30 hours, students will begin using their HOPE scholarship hours. Proposing to eliminate summer term and eliminates 9th grader participation.
 - House Bill 218 – Extends HOPE eligibility from 7 years to 10 years after graduation
 - Senate Bill 214 – Cosmetology – reduces number of apprenticeship hours required to take the State licensure exam for a Master Cosmetologist.
- President Durden thanked everyone for their assistance with the iGot campaigns in Bulloch, Evans and Screven Counties. She hopes to see everyone at the reveal this Thursday at 4:00 pm.

CHAIRPERSON'S SUMMARY: Fred mentioned he spent some time with the adult literacy class following the breakfast yesterday and spoke to the class about soft skills. He was amazed at how the class participants started to open up and discuss their individual challenges. Fred encouraged the Board to visit and share their stories with the adult literacy classes.

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

The next meeting of the Local Board of Directors is **April 24, 2019** 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
April 24, 2019 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Fred Hill, Bobby Jones, Ben Ross, and Yolanda Tremble

MEMBERS ABSENT: Tammi Hall, Caughey Hearn, and Bobby Smith

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Bobby Jones.

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

REVIEW OF MINUTES: Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of the March 20, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following program terminations were approved at the March 13, 2019 State Board Meeting, effective April 2019:

- Forensic Science Technology Diploma (FS12)
- Forensic Science Technology Degree (FST3)
- Critical Care Emergency Medical Transport Professional TCC (CC51)
- Advanced Medical Office Manager TCC (AMO1)
- Certified Construction Worker TCC (CCW1)
- Crime Scene Investigation TCC (CB17)
- Early Childhood Exceptionalities TCC (EC41)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- Advisory Committee Members* update – As you know, Advisory Committees are very important to our College. These committees, comprised of local subject experts, provide guidance to our faculty members on how to improve programs and stay current with industry trends.

Upon a motion by B. Jones, seconded by B. Golden; all in favor; none opposed; the Board reviewed and accepted the new Advisory Committee members.

- Opticianry Accreditation Visit - The Opticianry Program recently hosted a site team for the Council on Opticianry Accreditation. The team reviewed our program and indicated we met all requirements with ZERO compliance issues. The team does an in-depth review of a self-study prior to visiting, then visits with students and advisory committee members to finish their review. They were very impressed with the program and one member indicated it was one of the top three programs he has ever reviewed.
- Terry Hand, Cyber Security Instructor – Dr. Foley introduced Terry Hand. Mr. Hand spoke enthusiastically about the new Cyber Security program and is excited to be the lead instructor. Cyber Security Courses: Network Security, computer forensics, ethical hacking and penetration testing, network defense & countermeasures. The Bureau of Labor Statistics reports an expected 28% growth in jobs in this field.

ADMINISTRATIVE SERVICES: Carolyn Ethridge

March Financial Report*

- March 31, 2019 YTD budgeted revenue/expenses were \$24,410,106. We received \$20,282,108 in revenue and expensed \$19,109,852. The financial report shows a net income of \$1,172,156.
- March 31, 2019 YTD Total Current Assets - \$3,716,641; Total Assets - \$3,944,329; Total Liabilities/Fund Balances \$3,944,329.
- We received 83% of our anticipated revenue and we expensed 81%.
- We received \$6,794,033 of our state funds, which is 72% of our anticipated budget of \$9,398,049.
- We received \$444,039 of our federal funds, which is 63% of our anticipated budget of \$709,850.
- We generated \$46,248,179 in local funds, which is 83% of our anticipated budget of \$7,506,349.
- We have received \$6,795,857 in Hope, Pell, and SEOG funds.

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the March 31, 2019 financial report as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- OTC Dental Assisting Student Named Hinman Scholar, Kassy Clark - The Hinman Dental Society, since 1911, has sponsored the annual Thomas P. Hinman Dental Meeting in Atlanta, and has been granting scholarships to deserving Dental Assisting students since 2005. Clark received a \$750 scholarship at the Georgia World Congress Center in Atlanta at a luncheon honoring the Hinman Scholars on March 23rd.
- Jan Martin Chosen for Educator Institute - Jan Martin, Director for the Radiologic Technology program at Ogeechee Technical College (OTC), was recently selected to be a member of the inaugural class for the American Society of Radiologic Technologists (ASRT) Educator Institute, a program for imaging and radiation therapy educators. The Educator Institute was created to teach current principles of adult education, classroom management, curriculum design, technology in the classroom, and administration processes.
- Adult Ed Visits Industrial Maintenance Program - Industrial Maintenance instructor, Justin Goodman, shared information about career opportunities available in that industry and demonstrated the robotics and industrial trainers housed in the new facility.

- Leadership at its Finest - Blaize Minick, an 18-year-old high school senior at Southeast Bulloch High School, recognizes the benefits of Dual Enrollment all too well.
- Ogeechee Tech was featured in the April issue of GA Trend Magazine within an article about the Technical College System of Georgia.

Foundation Report –

- The Ribbon Cutting for the Screven County CTD Complex is on May 1 at 11:00 a.m. All Board members are invited to attend.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

- Ogeechee Tech nominated Briggs & Stratton for the Manufacturer of the Year award and they were selected as the Manufacturer of the Year in the 150-500 employee category. Bulloch County also had two art winners in the middle school category. Bulloch County has had two winners in the last two years in the medium manufacturer category; Great Dane in 2018 and Briggs & Stratton in 2019. We also had an art winner in 2018 in the middle school category.
- TCSG and the Department of Corrections have entered into a state-wide training agreement to provide ServSafe Food Handler, OSHA 10-hour general industry, and Forklift training. Ogeechee Tech is working with Smith Transitional Center to provide the training.

Contract Training – March 2019

- Companies Trained – 8
- People Trained - 73
- Total Hours Trained – 1,788
- Total Revenue - \$3,203

Continuing Education – March 2019

- People Trained - 50
- Total Hours Trained – 299
- Total Revenue - \$11,374

Total Revenue - \$14,577

Facilities Report –

- Current bookings - \$65K; FY2020 bookings \$47K.
- \$70,000 anticipated revenue for FY19

Adult Education Report -

- Enrollment – 300; Goal 654; 46% of Goal
- GED graduates through March 2019 - 29

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - Advisory Committee Guidebook
 - Business Continuity Plan
 - Emergency Operations Plan
 - Exposure Control Plan
 - Hazardous Communication Program Plan/Inventory
 - Occupation-Based Instruction Management Plan

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

- **Procedures**
- 2.4.1p1. Local Board Responsibilities and Authority Procedure
- 2.4.1p2. Local Board Bylaws Procedure
- 3.3.4p2. Email Use Procedure
- 5.1.2p2. Credit Hour Procedure
- 5.1.2p5. Proctoring Procedure
- 6.8.1p1. Field Trips Procedure

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

STUDENT AFFAIRS: Yolanda Tremble

- **GOAL/RPA Conference** - The Annual Student and Instructor of the Year competition (also known as GOAL and Rick Perkins Award Competition), was held last week in Atlanta. I'm very pleased to announce that Ruth Atchley and Billie Walker were selected as regional finalists (top 9 for each) and competed for the state title. Billie Walker was not selected as the winner but had a great time and represented us well. Ruth Atchley was selected as the first runner-up for the entire competition (basically second in the state)!
- **SkillsUSA State Competition** - President Durden and Ryan had the privilege of joining the OTC SkillsUSA Team at their annual State Leadership and Skills Conference in Atlanta last Month. Ogeechee Tech was represented by 23 students who competed in 11 different competitions. There was fierce competition but our students prevailed! OTC Students received 4 gold and 1 silver medals.
- **SkillsUSA Student Presentation** - Dawn Lemon, Andrews Perez, and Ethan Harrison all participated in the Career Pathways Showcase and won gold for their presentation about Habitat for Humanity. They are here today to present to us.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith; Jeff Davis reported in Bobby's absence.

Screven Commercial Truck Driving Range

Waiting on a few more items to arrive as we continue to use the remaining project funds, but the site is up and running. Ribbon cutting is May 1 at 11:00 am.

Nursing \ Early Childhood Care and Education Renovation

Construction Documents are 95% complete. Due to complicated scheduling and coordination efforts, we continue to expect construction to begin in late fall.

Health Science Building - South \ World Class Lab Renovations

This project is complete. Not only did we get a newly renovated building, but faculty and staff took this opportunity to evaluate supplies and upgrade many pieces of equipment.

Other Major Repair and Renovation Projects

- The OSB Student Center windows have been ordered.

- The automatic door replacement purchase order has been processed and we are working out a few details before we finalize the order for these custom units.
- The electronic access lock order proposal is out for its second review before moving to purchasing.

PRESIDENT'S REPORT:

- TCSG Leadership Summit –
 - Commissioner Arthur reiterated his objectives: Students, Learning, Financial Responsibility, Economic Development, and Jobs.
 - The FY2020 budget was presented. The Commissioner has included a 2% merit pay increase in the FY2020 budget for all TCSG employees. The Governor will hopefully approve the budget in May. President Durden stated we received \$284,000 in MRR funds and \$264,000 in Equipment Refresh funds.
- Legislative update – Pending legislation that TCSG was watching closely did not produce any changes for FY2020.
- College Scorecard – A new version of the scorecard was released last month to the presidents. The biggest improvement with the new scorecard is the ability to drill down and see how your college is doing compared to other colleges. There are two areas that Ogeechee Tech is excelling: Retention Rate at 77% (highest in state) and Cost Per Graduate: OTC is the second lowest in the system with the smallest service delivery area and smallest total square footage.
- Dr. Kyle Marerro, GSU president will be on our campus today 2:30 – 4:00 pm for a tour and discussions on how Ogeechee Tech and GSU can continue working together better, primarily through articulation agreements with GSU.

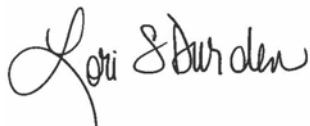
CHAIRPERSON'S SUMMARY: There is no question why we have the best retention rate in the state based on what we heard today from the faculty and students.

Barbara expressed her excitement for Ruth Atchley being selected as first runner up for the 2019 GOAL award.

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

The next meeting of the Local Board of Directors is May 15, 2019 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
May 15, 2019 | 9:00 a.m.

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

MEMBERS ABSENT: Carolyn Ethridge and Yolanda Tremble

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

STAFF ABSENT: Eyvonne Hart

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

INVOCATION: Bobby Smith gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by B. Ross; all in favor; none opposed; the Board accepted the minutes of April 24, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- There was no mention of Ogeechee Technical College during the April 4, 2019 State Board Meeting.
- During the May 1, 2019 State Board meeting, reappointments to the Local Board of Directors for Bobby Jones and Caughey Hearn were approved.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Bobby Jones

- **Program Highlights**
 - Ogeechee Technical College faculty members enjoyed an end of spring semester social and Teacher Appreciation Week event, complete with food, live music, and games. The event was very successful and faculty members had a great time!
 - Alex Harris, Business Management Instructor, was selected as one of Statesboro Herald's 20 under 40. Alex has been with OTC since 2010 and has a strong desire to help others both inside the classroom and out in the community.
 - Jarvis Jordan will be the College's keynote speaker at commencement on Thursday. He earned his Radiologic Technologist certification in 2000 from Ogeechee Tech. He now works with GE Healthcare as a project manager for surgical visualization.

- **Conservation Law Enforcement AAS Degree** – New program beginning fall 2019.
 - Dr. Foley introduced Casey Corbett, Instructor for the Fish and Wildlife program, and Terry Briley, Instructor for the Criminal Justice program. The Conservation Law Enforcement AAS Degree program involves a combination of Criminal Justice Courses and Fish and Wildlife courses to prepare students for successful employment in a range of professions within natural resources. Criminal Justice courses provide students with an overview of the criminal justice system focusing on theoretical and practical applications in law enforcement. Fish and Wildlife courses provide student with applicable knowledge and skills in the areas of wildlife populations, habitats, wildlife management, and maintenance. Graduates of the program may be employed as Conservation Ranger (Game Warden), Hatchery Technicians, Wildlife Technicians, Foresters, Biological Technicians, and Forest and Conservation Technicians.

ADMINISTRATIVE SERVICES: Carolyn Ethridge; Eyvonne Hart reported in Carolyn's absence.

April Financial Report*

- April 30, 2019 YTD budgeted revenue/expenses were \$24,448,734. We received \$21,266,111 in revenue and expensed \$20,568,134. The financial report shows a net income of \$697,977.
- April 30, 2019 YTD Total Current Assets - \$3,178,849; Total Assets - \$3,478,268; Total Liabilities/Fund Balances \$3,478,268.
- We received 87% of our anticipated revenue and we expensed 86%.
- We received \$7,612,621 of our state funds, which is 81% of our anticipated budget of \$9,398,049.
- We received \$472,156 of our federal funds, which is 67% of our anticipated budget of \$709,850.
- We generated \$6,346,850 in local funds, which is 85% of our anticipated budget of \$7,506,349.
- We have received \$6,834,485 in Hope, Pell, and SEOG funds.

Upon a motion by B. Golden, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the April 30, 2019 financial report as presented.

FY2020 Proposed Budget Allocation*

- State Funds: \$9,794,069
- Federal Funds: \$576,370
- Local Funds: \$6,864,766

Total Proposed FY2020 Budget: \$17,235,205

Upon a motion by C. Ethridge, seconded by F. Hill; all in favor; none opposed; the Board reviewed and accepted the FY2020 Budget Allocation as presented.

COLLEGE ADVANCEMENT: Ben Ross/Caughey Hearn

PR Report –

- NTHS Inducts 21 new members
- Mental Health Fair scheduled for May 21, 2019 for Mental Health Awareness Month.
- Alumnus, Jarvis Jordan, will be the keynote speaker for OTC's commencement ceremony on May 16, 2019.9.

Foundation Report –

- The new VP for College Advancement is Michelle Davis. She will begin June 3, 2019. Barry Turner is retiring on June 30, 2019.
- Barry announced the Agribusiness Committee with the Statesboro-Bulloch Chamber of Commerce is going to begin an annual scholarship with an endowment for the Ag-related programs at the College.

ECONOMIC DEVELOPMENT: Tammi Hall/Dr. Barbara Golden

Manufacture Ready program in Evans County – The inaugural class at Claxton High School will graduate on Tuesday, May 21.

Senior Hiring Fair – Taking place today in the Oak Room. Vendors will be onsite taking applications for open positions available to graduating seniors. These positions do not require a college level education.

Contract Training – April 2019

- Companies Trained – 8
- People Trained - 65
- Total Hours Trained – 2,357
- Total Revenue - \$27,625
- OTC ranked 7th in TCSG

Continuing Education – April 2019

- People Trained - 122
- Total Hours Trained – 561
- Total Revenue - \$21,758

Total Revenue - \$49,383

Adult Education Report -

- Enrollment – 317; Goal 654; 48% of Goal
- GED graduates: 28
- FY2020 Goal – 374-418

INSTITUTIONAL EFFECTIVENESS: Mark Anderson

- **Plans/Manuals/Handbooks**
 - Career Services Plan
 - F.I.T. Life Handbook
 - New Employee Orientation Handbook
 - New Faculty Orientation Handbook
 - Program Development, Analysis & Termination Plan
 - Distance Learning Policies & Procedures Manual
 - Online Course Orientation: Student Policies & Procedures

Upon a motion by T. Hall, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks 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
- 4.1.9p1. Volunteer Services Procedure
- 4.3.2p7. Visitors Procedure
- 4.5.3p1. Official Holidays Procedure
- 4.9.5p1. Staff Development Procedure
- 5.1.8p1. Advanced Placement Procedure
- 5.5.5p1. College Calendar Procedure
- 6.7.2p1. Student Dress Code Procedure

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

STUDENT AFFAIRS: Yolanda Tremble; Ryan reported in Yolanda's absence.

- **Summer Semester 2019 Enrollment Update**
 - As of May 13, there are 1212 students registered for summer semester 2019. Summer semester 2018 enrollment was 1119, so we are showing a possible increase over last year's enrollment. There will continue to be some fluctuation that will occur with enrollment over the next few weeks but it is looking promising.
 - Summer enrollment goal is 1141, which is a 2% increase over last summer.
 - OTC has had six consecutive semesters of enrollment increases.
- **Student Activities Update**
 - **Welcome Week for Summer Semester 2019**
 - Summer Semester begins on Monday, May 20. We will kick it off with Welcome Week activities. We travel around to every building during the week and provide a lot of information about resources available to students. There will be prizes, promo items, popcorn, and drinks available for all the students. It is always a popular stop during the first week of classes.
 - **Graduation Reminder**
 - The Graduation Ceremony will be held on Thursday, May 16 at 7:00 pm in Hanner Fieldhouse on Georgia Southern's campus. If you plan to attend, please be sure to let Karen know.
- **New Employee Introductions**
 - Dr. Foley introduced the following new employees: Nolie Burns, Counseling and Retention Coordinator, and Christy Rikard, Assistant VP for Student Affairs.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Smith

New Technology Upgrades – Through a combination of funds from new construction, renovations, and equipment refresh funds, the following is a list of significant improvements that were made to the College this year:

- Network Upgrades:
 - 6 switches
 - 10 Wireless Access Points
 - Replaced key fiber optic cabling and terminations at the main campus
- Computers:
 - 174 classroom/lab PCs

- 29 faculty/staff PCs
- 24 new high-end, gaming PCs (the 24 existing PCs were redistributed)
- 39 laptops (30 of which are dedicated to classroom use)
- Audio/Visual:
 - 9 SmartBoard classroom presentation systems
 - 26 classroom projectors
 - 2 large projectors (auditorium and OSB Conference Center)
 - 6 Wall Monitor/TV Systems
- Other:
 - 37 printers
 - 10 Desk Phones and 2 Conference Phones
 - 6 Desktop Scanners

PRESIDENT'S REPORT:

- FY2019 Local Board Survey – The survey will be distributed in a few weeks. Please take a few moments to complete the survey. Your feedback is important to us.
- FY2020 Proposed Meeting Schedule – Today is the last meeting for this fiscal year. The Board does not meet in June or July. The next meeting is scheduled for August 21, 2019. The Board will continue to meet at 9:00 a.m. in the Joseph E. Kennedy Board room.
- FY2020 Committee Assignments – New committee assignments are included in the Board book. The Vice President for each committee will be in touch with you to discuss their division and what you can expect to report on.
- FY2020 Plan of Work – No changes to the Plan of Work from FY2019. President Durden expressed the importance of the Board to be our eyes and ears in the community and an advocate for the College.
- Student Satisfaction Survey:
 - 79% satisfaction; 64% national average.
 - Overall likelihood to re-enroll: 82% vs 71% national average.
 - 235 comments; 152 were very positive; others provided suggestions: night/weekend classes; parking for OSB (additional parking included in Phase II Pavilion). Online course dissatisfaction from previous years has been resolved. Students, instructors, and others involved in online classes are much more satisfied with the platform and processes.
- College Employee Satisfaction Survey:
 - 4.26/5.0 satisfaction rate; 3.85 national average.
 - Retention – Rated as the highest importance to the College; OTC has the highest retention rate in the TCSG at 77.2%.
 - Pay – Largest gap between importance (4.64) and satisfaction (3.67). President Durden reminded the Board that we are state employees and only receive pay raises when the Governor approves them. Thankfully, this year the Governor has approved a 2% merit based pay increase for state employees. President Durden made the request to the Commissioner to give each full-time employee a one-time \$500 bonus this year, however, the Commissioner declined the request because it is against state policy.
- Dr. Golden asked if transportation is an issue for students. President Durden explained a Transportation Study is being prepared by the City of Statesboro. OTC and the Industrial Park are no longer included in the route proposed. OTC currently has a partnership with East Georgia State College to provide transportation to our students between our campus and Paulson Stadium. The student population who typically has transportation

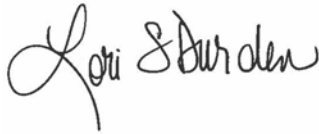
issues are in our Adult Education program. Jan Moore reminded the Board that we offer adult education classes at the Statesboro Regional Library during the week, which has eliminated much of our student's transportation issues.

CHAIRPERSON'S SUMMARY: Fred stated everything rises and falls on leadership. He commended President Durden for the success the college continues to have. Everyone have a safe and fun summer. We look forward to seeing everyone again in August.

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 August 21, 2019 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, flowing style.

Lori S. Durden
Executive Secretary