

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

August 21, 2024 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Mandy Fortune, Bobby Jones, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, and Christina Young

MEMBERS ABSENT: Caughey Hearn

STAFF PRESENT: Dr. Anthony Berrios, Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: None

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

INVOCATION: Bobby gave the invocation.

INTRODUCTIONS: President Durden introduced Mandy Fortune, new Board member replacing Melissa White and Dr. Anthony Berrios, Vice President for Academic Affairs replacing Dr. Ryan Foley.

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

REVIEW OF MINUTES: Upon a motion by M. Edwards, seconded by B. Smith; all in favor; none opposed; the Board accepted the minutes of May 15, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Approval of program terminations (*effective May 2025*)
 - Optical Laboratory Technician TCC (OLT1)
 - Eyewear Dispensing Specialist TCC (EDS1)
 - Contact Lense Specialist TCC (CL51)
 - Pharmacy Technology Diploma (PT22)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Micheal Summers

Program Highlights

- Through our exchange program with Leopold-Hoesch Berufskolleg, a vocational college in Dortmund, Germany, OTC will once again host 5 students from September 15th to October 5th. Two German faculty members will accompany the students. The College first sent OTC students to Germany in Spring 2023 followed by German students visiting Statesboro in Fall 2023.
- Bill Worthington, Agribusiness Instructor, was asked to speak at the Senate Study Committee on Preservation of Georgia's Farmlands on July 30th. Bill spoke about Precision Agriculture at OTC, the program's state-of-the-art equipment, and scholarships available to students.

- The Construction program won a Silver Medal at the SkillsUSA National Competition.
- Kathleen Bombery, Dean for Academic Affairs, was appointed as a Board Member for the Hearts and Hands Clinic in Statesboro.
- Health Sciences faculty and students participated in the 'mock' disaster drill held at East Georgia Regional Medical Center on July 19th.
- The Senior Echocardiography students participated in a Sterile Technique lesson. Guest speaker, Mallory Hooks, who works in the operating room at Emanuel Medical Center, visited with the students and presented a lesson on sterile process technique and how to become sterile for certain Echo procedures. Each student could participate in this lesson with the appropriate attire they may have to wear while working in echocardiography.

New Faculty Members

- McKenzie Howard, English Instructor

ADMINISTRATIVE SERVICES: *Brannen Smith*

Financial Reports*

- **May 31, 2024**, YTD budgeted revenue/expenses were \$29.9M. We received \$27.6M in revenue and expensed \$27.2M. The financial report shows a net income of \$473K.
- May 31, 2024, YTD Total Current Assets - \$3.2M; Total Assets - \$3.4M = Total Liabilities/Fund Balances \$3.4M.
- We received 93% of our anticipated revenue and we expensed or encumbered 92%.
- We received \$9.3M of our state funds, which is 89% of our anticipated budget of \$10,545,014.
- We received \$667K, of our federal funds, which is 67% of our anticipated budget of \$989,550.
- We generated \$9.6M in local funds, which is 93% of our anticipated budget of \$10,356,433.
- We have received and expensed \$8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by T. Phillips, all in favor; none opposed; the Board reviewed and accepted the May 31, 2024, financial report as presented.

- **June 30, 2024**, YTD budgeted revenue/expenses were \$31.4M. We received \$33.9M in revenue and expensed \$31.2M. The financial report shows a net income of \$2.8M.
- June 30, 2024, YTD Total Current Assets - \$4M; Total Assets - \$4.2M = Total Liabilities/Fund Balances \$4.2M.
- We received 100% of our anticipated revenue and we expensed or encumbered 100%.
- We received \$10.3M of our state funds, which is 98% of our anticipated budget of \$10,545,342.
- We received \$940K, of our federal funds, which is 99% of our anticipated budget of \$989,884.
- We generated \$12.9M in local funds, which is 127% of our anticipated budget of \$10,160,970.
- We have received and expensed \$9.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Edwards seconded by M. Fortune, all in favor; none opposed; the Board reviewed and accepted the June 30, 2024, financial report as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- J. David Russell Memorial Golf Tournament
 - Reworked tournament format & sponsorship levels
 - AM & PM flights
 - Marketing materials being sent out
 - Acquired two Diamond sponsors
 - Acquired both breakfast and lunch sponsors
 - Acquired hole in one and putting contest sponsors
 - Tent and Team sales going well
- \$10,000 donation received from (The Caldwell Stair Charitable Fund)
- Attended Rockin' Out Alzheimer's Disease fundraiser
 - They presented OTC Foundation with \$10,000 donation
 - We have a \$50,000 proposal in front of their board
- Educational Support Opportunity with JJM Alkaline Technologies being explored for support for Air Conditioning Technology.

Scholarships:

- Had a total of 148 completed scholarship applications
- Awarded 100 scholarships
 - This included a few last mile scholarships (we still have limited last mile funds available)
 - This does not include Strickland Guarantor or Strickland Promise allocated funds
- 30+ Faculty/Staff and community members used as application reviewers
- More than half of the scholarship recipients have set up their scholarship interviews already
- This has been a big lift by our division this summer
- Planning for the Scholarship Banquet

Foundation Board:

- Lagina Evans has resigned to join the OTC's Local Board Directors
- Lydia Bragg has been nominated to take the open seat on the Foundation Board

Foundation business:

- Audit materials being compiled for accountants
- Role Model Board materials being submitted by August 23rd
- Cleaned out and purged old files

Faculty/Staff appreciation:

- Hosted 100% internal campaign lunch June 23rd
- Welcome back Ice Cream treat August 21st

Future Dates to hold:

- Tuesday, September 24, 2024, Scholarship Banquet- Oak Room
- Thursday, October 3, 2024, J. David Russell Memorial Golf Tournament – FHCC
- Monday/Tuesday, 10/21 –10/23, 2024, Leadership Conference Savannah

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education

- FY24 – 297 (315 goal); 6th out of 22 colleges in the percentage of enrollment target that was met.
- The Adult Education program is working with its Adult Ed students to enroll in for credit courses at the college. Students are eligible to receive the HOPE Career Grant and the HOPE grant to cover tuition and fees. There are seven students dual enrolled this fall semester – Welding (2), Nurse Aide (3), and Early Childhood Care and Education (2).

Industry Training, Continuing Education, and Apprenticeships

- FY24 Year End – 253K hours; \$2M in revenue
- The division continues to work to develop online training programs as well as other in-person apprenticeship programs for Amazon.
- Local and regional demand for training continues to increase, and we are prepared to meet it.
- Modern Campus registration platform for non-credit courses is now live.

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

Plans, Manuals, Handbooks, Guides*

- Institutional Effectiveness Plan
- Bookstore Manual
- Adult Education Student Handbook
- Dual Enrollment Faculty Guide

Procedures*

MAY

- 2.4.4p1. Local Board Member Emeritus Procedure
- 3.1.13p1. Collection Procedure
- 3.1.16p1. Purchasing Procedure
- 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities Procedure
- 3.3.3p4. Solicitation Procedure
- 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
- 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
- 5.1.1p1. Academic Freedom Procedure
- 5.1.2p6. Faculty Role in Governance Procedure
- 5.1.2p7. Uniforms Procedure
- 5.1.11p9. Loss of Property Procedure
- 6.3.1p1. Distance Education Student Privacy Procedure
- 6.4.1p1. Books and Supplies Procedure

JUNE

- 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. Smith, seconded by M. Fortune; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

STUDENT AFFAIRS: *Teresa Phillips*

- **Introduction of New Employee**
 - Alana Harris, Admissions Assistant
 - Dana Houston, Degree Specialist
 - Rabon Calhoun, Social Media Marketing Specialist
- **Fall Semester 2024 Enrollment Update**
 - Enrollment Goal: 2,450 (8% increase over Fall 2023 EOS)
 - Enrollment: 2,347
 - Dual Enrollment Goal: 490
 - Dual Enrollment: 484
 - Credit Hour Goal: 22,400
 - Credit Hour Enrollment**: 22,335
- **Edulla Chatbot**
 - Adding to website as a live chat tool
- **Student Activities Update**
 - Welcome Week
 - Road to Success Syllabus party held on August 19 and 20
- **James Magazine Feature**
 - TCSG highlighted in Education Issue - President Durden feature on OTC

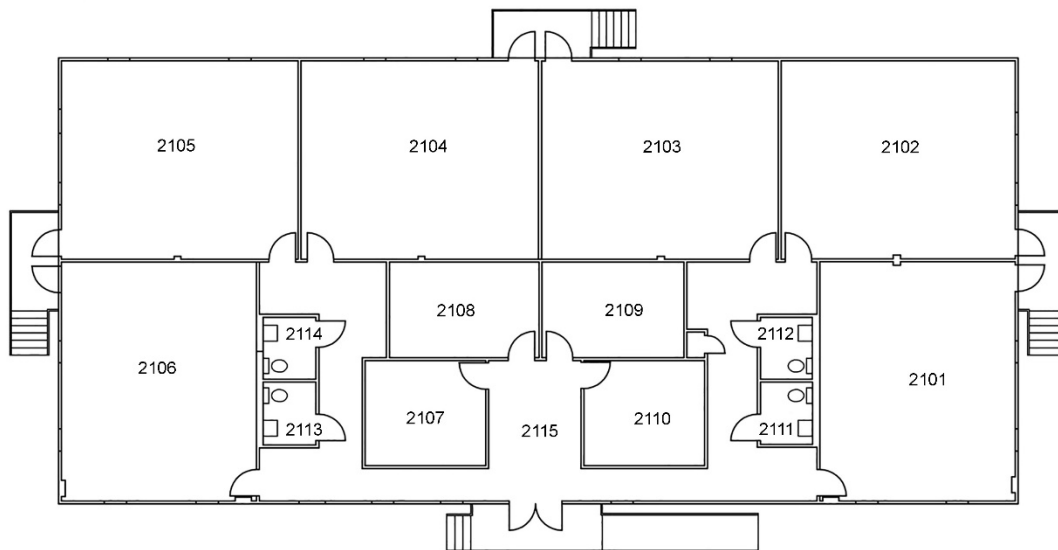
OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center

The project has moved into the Construction Document Review phase. The Design Review Group within GSFIC's Construction Division performs Constructability and Code Compliance reviews of all projects prior to Advertisement for Bids or Issuance of a Notice to Process for Construction Phase Services. Constructability reviews check for conformance with GSFIC policies and guidelines, completeness, coordination of documents and code compliance. This is scheduled to take 16 weeks, with our permit approval scheduled for October 7th. The groundbreaking ceremony is scheduled for November 14th at 10am, although we hope to see activity on the jobsite as early as October 21st.

FY25 MRR Project

The College has selected the renovation of our remaining mobile classroom unit as our FY25 Major Repair and Renovation Project. This project will convert 5,690 square feet of space currently only suitable for storage into classroom, lab, storage, and administrative space for the Construction Program. This is similar to our FY22 project which created space in a similar mobile unit for our Electrical and Industrial Systems Technology program. The building needs significant improvements although it has previously benefitted from a new roof and exterior renovations.



COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Fall semester began Monday, August 19
- Enrollment is creeping up. Any growth is positive. Too soon to tell where we will land fall semester.
- Georgia Industrial Systems and Robotics Training Center Groundbreaking Ceremony November 14 at 10:00 am
- Book Signing event for former Governor Nathan Deal promoting his children's book "Veto, the Governor's Cat", September 11, 3:00 pm, Jack Hill Atrium
- Semester vs Quarter Senate Committee – research only at this point
- Senator Hickman, Higher Education Committee Chair, is meeting with all TCSG presidents to discuss enrollment. Senator Hickman is a great supporter of technical education and of Ogeechee Tech.

- Received notification yesterday that Hyundai is no longer guaranteeing interviews for students who complete the EVP1 course. The Hyundai plant has the employees they need. Suppliers will continue to hire. Not sure what the future holds for the EVP1 program. Most of our graduates have been hired by Hyundai (13 of 14 out of the first class were hired). Currently 8 enrolled in the class this semester.
- FY2024 Local Board Assessment Results – positive feedback from the board.

Chairman's Report: *Bobby Jones*

- Board Member Replacement*

A recommendation was made for Lagina Evans to step in as Grace Wait's replacement on the Board. Grace has resigned her position on the Board. Lagina will fulfill the remainder of Grace's term ending June 2026.

Upon a motion by S. Pennington, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted Lagina Evans as the replacement for Grace Waits for the remainder of Grace's term ending June 2026.

- August 27 - Industry Group Lunch-N-Learn on Employee Recruitment and Retention, at GSU CPE building on Hwy 301.

ADJOURN: There being no further business, the meeting adjourned at 10:12 a.m.

The next meeting of the Local Board of Directors is September 24, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lori S. Durden', with a long horizontal flourish extending to the right.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

September 24, 2024 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Mandy Fortune, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Micheal Summers, and Christina Young

MEMBERS ABSENT: Brannen Smith and Lagina Evans

STAFF PRESENT: Dr. Anthony Berrios, Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: None

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

INVOCATION: Micheal Summers gave the invocation.

INTRODUCTIONS: President Durden introduced Lagina Evans, new Board member replacing Grace Waits.

OATH OF OFFICE: Judge Michael Muldrew swore in Mandy Fortune and Lagina Evans as new Board members.

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

REVIEW OF MINUTES: Upon a motion by M. Edwards, seconded by M. Fortune; all in favor; none opposed; the Board accepted the minutes of August 21, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Upgrade of the phone, wireless network, and server systems by Byteworks at all campus locations approved; cost \$136,656. Local Funds used for this expenditure.
- Lagina Evans Board appointment approved.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Program Highlights -

- **Update** - Through our exchange program with Leopold-Hoesch Berufskolleg, a vocational college in Dortmund, Germany, we are currently hosting 5 students for three weeks of instruction and job shadowing.
 - ASN Nursing students were visited by the Statesboro Therapy Dog Club where they were introduced to the value of therapy dogs in long term care facilities, Hospice, and other medical settings.
 - The Automotive programs received a Toyota Prius EV cutaway vehicle for students to better understand EV technology. The Faculty hosted a training event with several employers, alumni, and current students.

- Our very own **Yvonne Jenkins (Best Instructor/Professor)** and our **Drivers Ed program (Best Driving School)** have won Best of the Boro for the 3rd year in a row! The awards are to be held on October 22, 2024.
- Three faculty members of the ASN program will be attending the ACEN Accreditation training meeting in Atlanta from October 23-24, 2024. We are preparing the faculty for the rigors of the accreditation process. OTC's goal is to have all faculty well-versed in ACEN standards and fully aware of the accreditation process.
- Technology is being purchased through grant funding that will enhance the teaching of human and animal anatomy. The Anatomage Table provides 3D interactive human cadavers, both male and female, and animal cadavers of dogs, cats, frogs, and mice. This equipment will be utilized within the Natural and Health Science General Education courses, and the Allied Health, Nursing, Veterinary Technology, and Funeral Service Education programs.
- The Cosmetology salon is open. They have made \$2,460.00 in the first 2 weeks.
- The Esthetics clinic is open. They have made \$2,483.50 in the first 2 weeks.
- Michele Rugar, the Program Director for Funeral Services, will attend the National Funeral Directors Conference in New Orleans the week of October 20th.
- Construction, Welding, and Automotive programs are participating in the building of the Kiwanis Parade Float.
- Business Management has an open faculty position with an expected Hire Date December 1, 2024.
- Business Technology faculty and the FBLA members will attend the Career Connections Conference in Atlanta in October and the Georgia Fall Leadership Conference in November.
- Computer Information Systems & Cybersecurity faculty will visit Southeast Bulloch High School on September 20 to speak to their Hardware and Cybersecurity classes. The Southeast Bulloch High School Advanced Cybersecurity class will visit OTC's Cybersecurity program on September 24, 10 am-12 pm.

New Faculty Member

- Chandler Atkinson, Radiologic Technology

ADMINISTRATIVE SERVICES: ***Brannen Smith** (President Durden reported in both Brannen and Eyvonne's absence)*

Financial Reports*

- **July 31, 2024**, YTD budgeted revenue/expenses were \$24M. We received \$1.7M in revenue and expensed \$1.5M. The financial report shows a net income of \$248K.
- July 31, 2024, YTD Total Current Assets - \$3.2M; Total Assets - \$3.5M = Total Liabilities/Fund Balances \$3.5M.
- We received 7% of our anticipated revenue and we expensed or encumbered 8%.
- We received \$866K of our state funds, which is 7% of our anticipated budget of \$11,792,792.
- We received \$0, of our federal funds, which is 0% of our anticipated budget of \$841,689.
- We generated \$823K in local funds, which is 7% of our anticipated budget of \$11,348,101.

- We have received and expensed \$48K (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Edwards seconded by M. Summers, all in favor; none opposed; the Board reviewed and accepted the July 31, 2024, financial report as presented.

- **August 31, 2024**, YTD budgeted revenue/expenses were \$23.8M. We received \$3.8M in revenue and expensed \$3.6M. The financial report shows a net income of \$266K.
- August 31, 2024, YTD Total Current Assets - \$3.3M; Total Assets - \$3.5M = Total Liabilities/Fund Balances \$3.5M.
- We received 16% of our anticipated revenue and we expensed or encumbered 18%.
- We received \$1.7M of our state funds, which is 15% of our anticipated budget of \$11,792,792.
- We received \$42K, of our federal funds, which is 5% of our anticipated budget of \$841,689.
- We generated \$1.8M in local funds, which is 17 % of our anticipated budget of \$10,944,101.
- We have received and expensed \$260K (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the August 31, 2024, financial report as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- J. David Russell Memorial Golf Tournament
 - 36 confirmed teams (2/3 pending)
 - 24 afternoon flight
 - 12 morning flight
 - 12 tent sponsors
 - Hole sponsors and raffle items being acquired
- Rockin' Out Alzheimer's Disease
 - Signed a \$50,000 endowed scholarship agreement (Endowment will be \$75,000 total)
 - Funding two scholarships annually for \$1500
- Attending Homebuilders Association meeting on 10/10 to pick up check for Construction Program

Scholarships:

- Scholarship Banquet is tonight
- 230 people are on the RSVP list

Foundation Board of Trustees:

- Board meeting was held on 9/19/24

Foundation business:

- TCSG Leadership Conference in Savannah planning and arrangements ongoing

Faculty/Staff appreciation:

- State of the College 10/8/24
- Professional Development Day and Holiday Lunch planning for 11/21/24 in progress

Future Dates to Hold:

- **TODAY - Scholarship Banquet – Jack Hill Oak Room, 6:00 pm**
- Thursday, October 3, 2024, J. David Memorial Golf Tournament – FHCC
- Monday/Tuesday, October 21-23 ,2024, Leadership Conference Savannah
- Thursday, November 21, 2024, Thanksgiving Lunch/Tree Lighting – Jack Hill Oak Room

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young***Adult Education**

- August – 113 enrolled (319 Goal)
- This past week was National Adult Education and Family Literacy Week. The program celebrated in a number of ways by celebrating students and their accomplishments, participating in the Adult Education and Family Literacy Writing Contest, and conducting an Adult Education Reading Day.
- Seven employees from the Adult Education department will attend the TCSG Office of Adult Ed fall conference in Atlanta.

Industry Training, Continuing Education, and Apprenticeships

- FY25 Training Enrollment – OTC has been asked to serve a total of 340 Amazon apprentices in two different programs. All indications are that our local training demand will remain robust as is shown by the number of regional training participants that the division is preparing to host.
- On September 19, the division hosted a Local Industry Training Breakfast – 8 companies attended.
- Amazon Apprenticeship Summit – October 2-3, 2024; OTC hosting Amazon executives from North America. There are 14 executives attending. Amatrol's Vice President of Global Sales will also be in attendance. OTC was chosen to host as the college is considered Amazon's #1 apprenticeship training provider in its provider network.

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington (Brandy Taylor reported in Stephen's absence)***Plans, Manuals, Handbooks, Guides***

- Public Relations and Marketing Plan
- Faculty Handbook
- Retention Plan
- Enrollment Management Plan

Procedures*

- 2.1.8p. Naming of College Buildings, Grounds or Program Procedure
- 3.3.2p2. Traffic and Parking Procedure
- 4.3.2p4. Employee Dress Code Procedure
- 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 M. Edwards, seconded by C Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

SACSCOC Accreditation Statement

- Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Ogeechee Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Ogeechee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans* (Christy Rikard reported in Teresa's absence and it being Lagina's first meeting)

- **Graduates and Awards Conferred/Placement Rates**
 - The AY 2024 graduate data and the AY 2023 placement data were released for all TCSG colleges last week.
 - We had 774 total graduates with 1,369 individual awards conferred. The number of graduates is slightly less than the previous year, but the number of awards did increase.
 - Our AY23 placement rate overall is 99% and the in-field placement rate is 97%. This is the second highest in-field placement rate among all TCSG colleges!
- **Student Support Services Videos**
 - Our PR/Marketing team put together several videos for social media to introduce our Student Support Services team. The *Intro* and *Advice* videos were shown.
- **Upcoming Events**
 - Open House will be held here in Statesboro in our Jack Hill Building on Saturday, October 26th from 9am-12pm. Students will be able to apply for free at the event, speak with faculty in their program of interest, learn about Adult Education classes, and more. We promote it through various avenues, but we would love for you to share the event on Facebook to help spread the word!
 - Look for OTC in the Kiwanis Fair Parade on October 10th! Not only will we have employees and students represented, but we will also be showcasing our new electric vehicle trainer to promote our EV program. We will also have a presence at the fair with a College booth set up all week.
- **Student Organizations**
 - We have two new registered student organizations – ARPe-DIEM and TNT (Teachers-N-Training).
 - ARPe-DIEM is a Cybersecurity club aiming to promote cybersecurity awareness, education, and skill development. Terry Hand, the club advisor and Cybersecurity Program Director, is working with the club members to prepare for upcoming Capture the Flag competitions.
 - The aim of TNT (Teachers-N-Training) is to provide additional training to our student teachers on how to advocate for the needs of children in the community. The club advisor is Paula Clifton, our Early Childhood Care & Education Program Director. Club members are collecting children's winter apparel to donate to Christian Social Ministries this semester.

- With these two additions we now have a total of 11 student organizations on campus.

OPERATIONS: *Mandy Fortune*

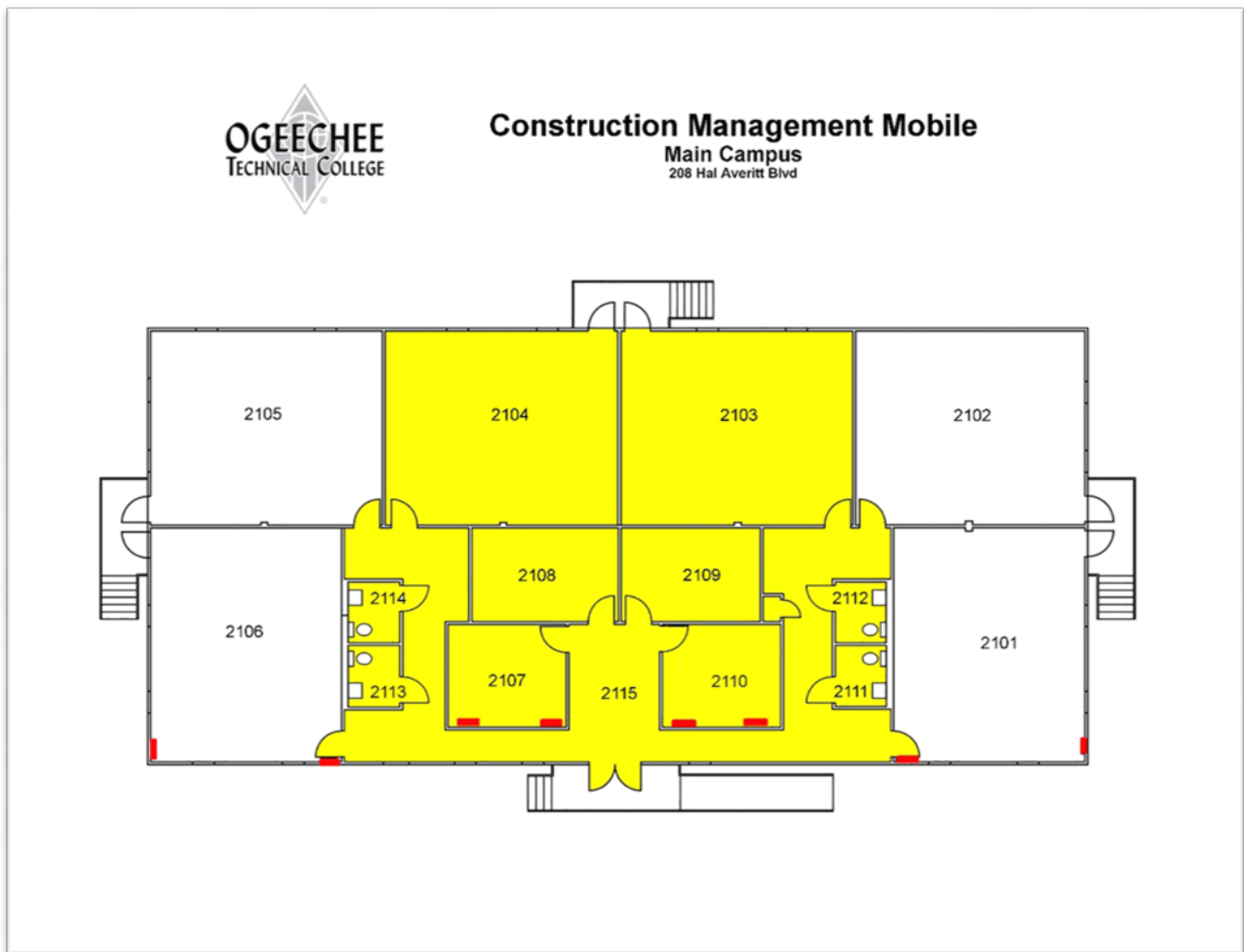
TCSG-400 Georgia Industrial Systems and Robotics Training Center

The entire project team continues to work on final details as we quickly approach the official start date of October 21 and groundbreaking ceremony on November 14 at 10:00 am.

FY25 MRR Project

The College is working with local architect, Frank D'archangelo, to create a project to best serve the Construction Management program needs while remaining budget conscious. We are currently in the design phase where we work hard to ensure the end users have input into the process. After several site visits and preliminary discussions, the current plan is to completely renovate on the highlighted area below. The other areas will be completely stripped during the demolition phase but the final level of finish will be budget dependent. Considering the program occupying the space, there are more options than usual.

Once construction documents and the standard bid package are finalized, they will be sent to TCSG with hopes of being posted prior to year end.



Technology Upgrade Project

The College has successfully negotiated an financial agreement to upgrade three major technology systems using funds that will be repaid in five annual payments with no interest:

Wireless Infrastructure: Our last major upgrade was in 2015, with several expansions and updates over the years. The base system is end-of-life and is no longer capable of receiving updates. This project will survey our coverage, replace, and possibly relocate every wireless access point in our distribution network as well as the control system. Although this will result in better, faster Wi-Fi connectivity, the main benefit is ensuring the security of our network.

Telephone/VoIP: The college moved our phone system from traditional telephones to VoIP (Voice Over IP) over 10 years ago. This allowed college IT staff to manage our phone system on our own physical network. We have added devices and capabilities over time, but the core equipment needs replacing. We are no longer able to comply with new security and safety requirements, such as 911 location services. Similar to the wireless improvements, this upgrade will ensure our phone-based services will be OTC-quality while providing more options for voice and video communications. The project will also have a cost savings as we move completely to a web-based phone system using our existing internet connection.

Server Equipment: This investment represents both hardware and software resources which are increasingly difficult to separate. Current server equipment will transition to less resource-demanding purposes such as storage and redundancy. This project represents a full replacement and consolidation of our primary server-based services. Profound improvements in speed, capacity, and security will benefit all users and ensure technology resources are available now and for future needs.

Although this is a significant investment of \$683,275.65, it's minimal compared to the fines that could be imposed for non-compliance or the cost for remediating a singular security event.

Discussion ensued on safety and security on an open campus. Measures implemented for a secure campus.

- Text caster, Alertus Beacons and OTC Alert
 - Share OTC Alert link with Board members
- Active Shooter training
- Security Cameras
 - Mac Edwards mentioned the Flock system
- Electronic access

Action Item: Schedule a day for a campus tour for Board members.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- AY24 Statistics
 - a. Highest enrollment in TCSG since 2008-2012
 - i. Placement rate in 70's percentile
 - b. 149K students in AY24 across the state
 - i. Placement rate is 99%
 - c. 10% increase in enrollment; working hard for another increase in AY25

- d. Record number of Dual Enrollment students – approx. 600
- e. Next year's budget is based on last year's numbers. We stand to gain new money due to increased enrollment.
- Germany Exchange Students currently on campus and job shadowing with industry partners in Statesboro. Waiting list for German students to participate in the exchange program.
- EVP1 TCC – Hyundai will continue to make good on their promise to interview the students in that program. Interior tour of the plant scheduled in October for a group on our campus.

Chairman's Report: *Bobby Jones*

- Industry RISE group had a lunch-n-learn – companies paying premiums to recruit and retain employees.

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

The next meeting of the Local Board of Directors is Wednesday, October 16, 2024, 9:00 a.m.,
David Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden", with a long horizontal stroke extending to the right.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

October 16, 2024 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Mandy Fortune, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, and Christina Young

MEMBERS ABSENT: Lagina Evans, Brannen Smith and Micheal Summers

STAFF PRESENT: Dr. Anthony Berrios, Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: None

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

INVOCATION: Bobby gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by C. Young, seconded by S. Pennington; all in favor; none opposed; the Board accepted the minutes of September 24, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- No mention of Ogeechee Tech in the October 2, 2024, State Board minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers (Dr. Berrios reported in Micheal's absence)*

Highlights:

- Medical Assisting Annual Report submitted to the accreditor (MAERB).
- Nurse Aide re-approval application submitted to the accreditor (NAST).
- Paramedicine and Nurse Aide program changes approved at the TCSG.
- Launched the Phlebotomy certificate for Term B 2024.

Events:

- Upcoming Pinning Ceremonies
 - DMS/Echo Pinning Ceremony – December 2, 2024 @ 6pm – JEK Auditorium
 - Practical Nursing Pinning Ceremony – December 10, 2024 @ TBD – JEK Auditorium
 - Rad Tech Pinning Ceremony – April 24, 2025 @ TBD – JEK Auditorium
- Upcoming/Recently Completed Advisory Board Meetings
 - Dental Assisting program 10/8/2024
 - Nursing programs, 10/9/2024
 - Medical Assisting program 10/21/2024

New Faculty/Staff Members:

- Kirsten Rappa, Administrative Assistant to the VPAA

- Carissa Walden, Administrative Assistant Academic Affairs

ADMINISTRATIVE SERVICES: *Brannen Smith (Eyvonne Hart reported in Brannen's absence)*

- Financial Report not yet available for September 2024. The College is financially stable. \$4.5M in operating account.
- The Sate Accounting Office is changing systems to WorkDay NextGen, effective Spring 2025. All employees will be trained on the new system when the time comes.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- J. David Russell Memorial Golf Tournament
 - Rescheduled for Thursday, October 24
 - Been reaching out to Sponsors, teams and players to confirm commitments
 - Only lost one team with the change in date.
- New endowment confirmed (waiting on signatures)
 - Construction Management
- Attended Homebuilders Association meeting on 10/10 to pick up check for Construction Program; \$4700

Scholarships:

- Scholarship Banquet was a success
- 200 plus attendees
- 70 out of the 100 Scholarship recipients attended
- Thank you notes and picture from banquet going out to donors

Foundation Business:

- TCSG Leadership Conference in Savannah planning and arrangements ongoing
- All final FY2024 financials finished and ready for auditor
- iGOT prep starting
 - Solicitation list overhaul
 - PR/community tour dates beginning to take shape

Faculty/Staff Appreciation:

- Professional Development Day and Holiday Lunch planning for 11/21/24 in process

Future Dates to Hold:

- Monday/Tuesday, 10/21 –10/23, 2024, Leadership Conference Savannah
- Thursday, October 24, 2024, J. David Memorial Golf Tournament – FHCC

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education

- August – 146 enrolled (319 Goal); 45.8% of target
- Enrolled the first cohort of students from Smith Transition Center in Claxton.

Industry Training, Continuing Education, and Apprenticeships

- Amazon Apprenticeship Summit – October 2-3, 2024 was canceled due to Hurricane Helene.
- New Programs Slated for FY25:
 - Automation Engineering Apprenticeship - Amazon
 - Mechatronics and Robotics Certification (MRC1 & MRC2) – Amazon (Online)
 - Mechatronics and Robotics Certification (MRC1 & MRC2) – General Public (Online)
- OTC is hosting the SACA Board meeting in December.

Introduction of Employees

- Justin Goodman, Industrial Systems Instructor, Amazon program developer. Justin has been employed with OTC for 7 years and came to us through Briggs & Stratton. Justin created the base for the Amazon training. FANUC training site and SACA regional training site.
- Travis Wright, Industrial Systems Instructor, Amazon program developer. Travis has been employed with OTC for 4 years and came to us through Savannah Tech. Travis has built the Amazon training program into what it is now.

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

Plans, Manuals, Handbooks, Guides*

- Library Services Plan
- Student Affairs Plan

Procedures*

- 3.4.1p. Employee Access to Facilities Procedure
- 6.6.4p2. Attendance Procedure

Upon a motion by T. Philips, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center

- Groundbreaking Ceremony November 14, 2024, 10am

FY25 MRR Project – Construction Management Renovation

- Renovation plans continue to develop

Technology Upgrade Project

- The equipment for the Wi-Fi, phone, and server replacement project is starting to arrive with hopes of beginning the implementation as soon as November 1st.

Campus Police

- The required Annual Security Report/Clery Act is finalized. OTC had no reportable crimes in FY24!
- The Chief selection process has entered the extended background check phase and applications are coming in for the open officer position.

Facility Rentals

- In the first quarter of FY25, we hosted 25 external reservations, bringing 2,425 visitors to campus.
- In FY24, Facility Rentals brought in \$125,054. Current projected income from bookings in FY25 is \$165,910.

Electric Vehicle Charging Station Update

- In the first quarter of FY25, we have hosted 77 charging sessions and provided 2,119 MWh. This represents approximately 6,000 road miles at a cost of \$169 (power consumption only).

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

- **Georgia Match**

- An initiative by Governor Kemp to every high school senior and adult education graduate to highlight which colleges in Georgia they are eligible to be admitted
- Wrapped up the first year of Georgia Match
 - OTC final numbers
 - 231 total inquiries
 - 25 registered for Fall 24
- GSFC began the second year for Georgia Match by mailing 137,000 letters to high school seniors on October 4
- **Student Activities**
 - Past Events
 - Constitution/Voter Registration Day (September 9) - students could register to vote and check the status of the registration while gathering information
 - Pink Out Day (October 7) - all students and employees were encouraged to wear pink to promote Breast Cancer Awareness; information and promotional items were handed out throughout the day
 - Upcoming Event
 - Fall Festival: Monday, October 28, from 12-3pm in the OSB River Room; the highlight this year is the Mt. Olympus Escape Room
- **Open House**
 - Open House is coming up on Saturday, 10/26 in the Jack Hill Building
 - Encourage anyone interested in attending OTC or learning more about offerings to join us
 - Prospective students will be able to apply for admission for free
- **Campus Tours**
 - Fall is a busy time for campus tours and several group tours have been occurring or are scheduled
 - Between 9/18-11/5 we have 5 group tours totaling ~250 students visiting campus
 - These are in addition to the weekly tour requests from interested students including a visit last week from a family who lives in Nashville, TN!
- **Emergency Assistance Update**
 - If students find themselves in situations where funding is needed for emergency assistance we have funds set aside to assist
 - Students can apply for emergency assistance at any point throughout their enrollment at OTC
 - To date for the academic year 2025, we have awarded \$8,455.77 to assist students with tuition, books, bills, rent, etc.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- State of the College Presentation overview
 - AY24 a banner year for TCSG and OTC since 2012
 - 774 Graduates; 99% Placement Rate; 97% In-field Placement Rate (2nd highest in the system)
 - AY24 9.69% enrollment growth; 9.2% system wide enrollment growth

- Dual Enrollment – 14.7% increase in AY24
- Market Engagement – OTC has highest market engagement rate in the system as well as the smallest SDA in the system.
- Non-Credit Enrollment
 - i. Adult Education – 350 students
 - ii. Continuing Education – 1,206 served
 - iii. Contract Training – 3,688 trained
- Strategic Industry Performance
 - i. Automotive – 52% increase
 - ii. CTD – 18% increase
 - iii. Cybersecurity – 4% increase
 - iv. Manufacturing – 21% increase
 - v. Nursing – 18% increase
- Professional Development Day – November 21. Please join us for lunch and the annual tree lighting if you can.
- Leadership Conference – October 21-22, Hyatt Regency Savannah. Joint Board dinner on Monday, 6:30 pm at Vic's River Grill.

CHAIRMAN'S REPORT: *Bobby Jones*

- No further business to discuss. Thank you all for being here today.

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

The next meeting of the Local Board of Directors is Wednesday, November 20, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

November 20, 2024 | 9:00 a.m.

MEMBERS PRESENT: Lagina Evans, Mandy Fortune, Caughey Hearn, Bobby Jones, Brannen Smith, Micheal Summers and Christina

MEMBERS ABSENT: Mac Edwards, Stephen Pennington, Teresa Phillips

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

STAFF ABSENT: Tony Berrios and Larry Mays

CALL TO ORDER: Pursuant to the date and location stated above, Bobby Jones called the meeting to order at 9:03 a.m.

INVOCATION: Michael Summers gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by M. Summers seconded by L. Evans; all in favor; none opposed; the Board accepted the minutes of October 16, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- No mention of Ogeechee Tech in the October 22, 2024, State Board minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Highlights:

- Two milestone retirements, Ms. Jan Martin, Radiologic Technology Program Director (27 years), and Ms. Jackie Howard, ASN Assistant Program Director (16 years)
- Ms. Savannah Pruett has joined Academic Affairs as the Administrative Assistant. She will be supporting the Academic Deans. Ms. Pruett is a recent Georgia Southern graduate with a Masters in English.
- Academic Affairs, and Ms. Amanda White, Programmer Analyst are finalizing faculty readiness for the Spring 2025 launch of BlackBoard Ultra. This is a TCSG-wide initiative and OTC is nearly at 100% readiness.
- Concourse Syllabus Management Platform has been acquired and is in the implementation phase. This software will allow for a stronger course syllabus management throughout all courses. OTC is the first college in the TCSG to acquire this platform.

Advisory Committee Update*

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

Upon a motion by B. Smith, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the new Advisory Committee members as presented.

Events:

- Upcoming Pinning Ceremonies
 - DMS/Echo Pinning Ceremony – December 2, 2024 @ 6pm – JEK Auditorium
 - Practical Nursing Pinning Ceremony – December 10, 2024 @ TBD – JEK Auditorium
 - Rad Tech Pinning Ceremony – April 24, 2025 @ TBD – JEK Auditorium

New Faculty/Staff Members:

- Savannah Pruett, Administrative Assistant Academic Affairs

ADMINISTRATIVE SERVICES: *Brannen Smith*

Financial Reports*

- **September 30, 2024**, YTD budgeted revenue/expenses were \$27,467,327M. We received \$10,848,390 in revenue and expensed \$9,049,318. The financial report shows a net income of \$1.8M.
- September 30, 2024, YTD Total Current Assets - \$5.5M; Total Assets - \$5.7M = Total Liabilities/Fund Balances \$5.7M.
- We received 39% of our anticipated revenue and we expensed or encumbered 35%.
- We received \$2.6M of our state funds, which is 23% of our anticipated budget of \$11.8M.
- We received \$99K of our federal funds, which is 12% of our anticipated budget of \$842K.
- We generated \$4.1M in local funds, which is 38% of our anticipated budget of \$11M.
- We have received and expensed \$3.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by L. Evans, all in favor; none opposed; the Board reviewed and accepted the September 30, 2024, financial report as presented.

- **October 31, 2024**, YTD budgeted revenue/expenses were \$27,743,3200. We received \$12.9M in revenue and expensed \$11.5M. The financial report shows a net income of \$1.4M.
- October 31, 2024, YTD Total Current Assets - \$4.5M; Total Assets - \$4.8M = Total Liabilities/Fund Balances \$4.8M.
- We received 47% of our anticipated revenue and we expensed or encumbered 44%.
- We received \$3.5M of our state funds, which is 31% of our anticipated budget of \$11.8M.
- We received \$142K, of our federal funds, which is 17% of our anticipated budget of \$842K.
- We generated \$5M in local funds, which is 46% of our anticipated budget of \$11M.
- We have received and expensed \$4.1M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Fortune seconded by M. Summers, all in favor; none opposed; the Board reviewed and accepted the October 31, 2024, financial report as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- J. David Russell Memorial Golf Tournament
 - 36 teams participated (two flights)
 - Tournament will net out over \$25,000
- New endowment signed
 - Donald & Cathy NeSmith Endowed Scholarship
 - Will fund two scholarships in Construction Management or like program

Scholarships:

- Spring Scholarship application period opened last week

Foundation Business:

- Foundation Staff is attending GEAC conference with a TCSG peer group included
- iGOT prep ongoing
 - Civic Group speaking tour dates filling in
 - iGOT video planning has taken place
 - Filming will take place in early December
- TCSG Leadership Meeting/Board Dinner was successful
- Lori/Larry “Hear for You” sessions with programs have started
 - Have met with four programs to date to gain information on each program for program updates and possible funding purposes

Faculty/Staff Appreciation:

- Professional Development Day and Holiday Lunch is tomorrow 11/21/24

Future Dates to Hold:

- Thursday, December 5, 5:00 pm – OTC Holiday Party

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education

- October – 180 enrolled (319 Goal); 56% of target
- Measurable Skill Gains (MSG) YTD – 35.56% (State Goal: 50%)
- Marine Recruitment Program – We have enrolled our first two students in the new workplace literacy program with the local Marine recruitment center. This is to raise the literacy level of those attempting to enlist, but have not earned the required test scores to do so.
- Dual Enrolled students – Six of the seven dual enrolled students have persisted through this semester. The goal is for these students to earn a TCC and their GED by the end of spring semester.
- Three of our Adult Education team members have written books – Venus Mack, Nicole Peeples, and Janice Case.

Industry Training, Continuing Education, and Apprenticeships

- 613 trained; 63,923 training hours; \$685,781 in revenue
- Business & Industry Showcase is on March 12, 2025

Introduction of Employees

- Nicole Peeples, Dean for Adult Education
- Venus Mack, Transition Specialist

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

Plans, Manuals, Handbooks, Guides*

- Academic Advising Handbook
- Business Office Procedures/Internal Controls Manual
- Faculty Credentials Review Manual

Procedures*

- 2.3.2p1. Public Complaint Procedure
- 3.2.1p. Intellectual Property Procedure
- 3.3.3p1. Use of Campus Facilities Procedure
- 3.3.3p5. Business Office Procedures for Facility Rentals
- 3.3.6p. Alcohol on Campus Procedure
- 5.1.2p4. Library Materials Selection Procedure

Upon a motion by B. Smith, seconded by M. Fortune; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

Each year, as part of the College's ongoing strategic planning process, all divisions and the Local Board are asked to review the mission and vision statements. So far (in FY 2025) there have been no recommended changes to the current statements by any of the divisions.

Mission

Ogeechee Technical College (OTC) is a unit of the Technical College System of Georgia located in Bulloch, Evans, and Screven counties. We are a public institution of higher education that provides a skilled workforce in the communities we serve.

OTC provides student-focused academic and occupational programs and support services for in-demand career fields at the associate degree, diploma, and certificate levels. We utilize traditional, hybrid, and distance education methodologies with innovative technologies in state-of-the-art facilities while supporting adult education, continuing education, and customized business and industry workforce training.

Vision

As an educational catalyst for economic prosperity, Ogeechee Technical College will meet regional workforce demands within a dynamic global economy.

Upon a motion by C. Young, seconded by B. Smith, all in favor; none opposed; the board accepted the Mission and Vision as presented.

OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center

The project continues to be challenged with budget issues, resulting in a delayed the start of construction. Depending on the negotiations, the completion date is likely to be extended by several months into 2026.

FY24 Annual Energy Consumption Review

Each college reports annual usage of all forms of energy in response to an initiative created by Gov. Perdue in 2008. The goal was to reduce consumption while generally raising energy conservation awareness. In FY24, the college spent a total of \$648,005 to support 331,138 square feet of space. This is a 3.8% decrease from FY23.

OVERALL UTILITY COST			
Location	FY23	FY24	Change
Statesboro Main Campus	\$ 617,620	\$ 585,470	-5%
Construction Technology	\$ 13,696	\$ 15,310	12%
Screven CTD	\$ 3,815	\$ 4,554	19%
Evans County	\$ 28,458	\$ 31,865	12%
Screven WDC	\$ 10,286	\$ 10,806	5%
Totals	\$ 673,875	\$ 648,005	-3.8%

Campus Safety

Nathan Tirey has accepted the Director for Campus Safety/Chief of Police position. He has been similarly employed at Savannah Technical College's police department for the past 14 years. Nathan is well-respected throughout TCSG and performed well as our interim chief.

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

- **Apply.OgeecheeTech.Edu**
 - Admissions Application/Recruitment Website
 - Before it was a singular landing page with very little opportunity to share content
 - Now it is a "mini-site" geared to attract more interested and inquiry form submissions
- **Open House**
 - Our fall Open House was held this past Saturday, October 26th
 - 89 guests attended
 - 42 prospective students checked in
 - 41 admission applications received
 - High engagement and great feedback from those who attended
- **Spring Enrollment Goals**
 - Spring 2024 registration opened mid-October
 - Our enrollment goal is a 5% increase over last year which is 2,190 students and 19,800 credit hour
 - We are trending up in overall spring enrollment compared to this time last year with just over 1,400 students registered
- **Georgia Fall Leadership Conference**
 - 10 advisors and student officers from 5 student groups attended the 2024 Georgia Fall Leadership Conference last weekend

- Student Leadership Council, National Technical Honor Society, SkillsUSA, "Arpe Diem (Cybersecurity Club), and Future Business Leaders of America Collegiate
- Leadership development was provided through keynote and breakout sessions specifically for members and club officers

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- President Durden recognized Board members who earned their 100% Certified Board status
 - Caughey Hearn
 - Mandy Fortune
 - Brannen Smith
 - Stephen Pennington
- Thanksgiving Lunch & Tree Lighting – November 21, Noon, Oak Room
- Holiday Party – December 5, 5:00 pm, Jack Hill Atrium
- Presented the Board with their holiday gift and wished them a wonderful holiday season.

CHAIRMAN'S REPORT: *Bobby Jones*

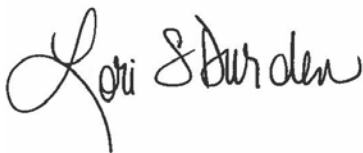
- Bobby thanked everyone. It is great to be a part of a board that is committed and passionate about technical education and supporting the college. Enjoy the holiday season and time with your families.

Brannen asked if there is anything the Board can think about during the break in meetings to bring a fresh new perspective to the Board when they return in February. President Durden stated we need the Board to be our eyes and ears in the community – good or bad feedback - and act as an advocate for technical education. One specific need is approval of the access road to the new building the county is working on. When the legislative season begins again in January, we ask for support from our legislation for capital projects. We do not have a capital project in the budget for FY2026.

ADJOURN: There being no further business, the meeting adjourned at 10:06 a.m.

The next meeting of the Local Board of Directors is February 19, 2025, 9:00 a.m., David Boardroom

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

February 19, 2025 | 9:00 a.m.

MEMBERS PRESENT: Lagina Evans, Mandy Fortune, Caughey Hearn, Bobby Jones, Teresa Phillips, Brannen Smith, Micheal Summers and Christina Young

MEMBERS ABSENT: Mac Edwards and Stephen Pennington

STAFF PRESENT: Lori Durden, Jeff Davis, Eyvonne Hart, Karen Mobley, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: Tony Berrios, Larry Mays, and Jan Moore

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

INVOCATION: M. Summers gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by C. Hearn seconded by T. Phillips; all in favor; none opposed; the Board accepted the minutes of November 20, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

Approval of Program Standards/Revisions

- Manufacturing Engineering Technology Degree (ME23)
- Manufacturing Engineering Technology Diploma (ME22)
- Manufacturing Engineering Technology Assistant I (MK71)
- Manufacturing Engineering Technology Assistant II (MK71)

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Staffing:

- Ariel Cagle has been hired with a start date of 3/1/2025 to serve as the ASN Program Director.
- Dean LeAnne Robinson has been selected as a Fellow of the Georgia Association of Women in Higher Education (GAWHE)
- Construction Management is actively seeking an adjunct for Introduction to Carpentry. This is a Term B priority.

Academic Affairs Report:

- **Faculty Observations and End of Course Surveys** - The Faculty Observation instrument is being added to eTrieve. This would allow faculty to respond to comments. The new Faculty Observation instrument and End of Course survey are finalized and will be deployed for Spring 2025.

- **Concourse Syllabus** - The Concourse syllabus Institutional template is complete and we are testing the automatic data feeds at this time. The project remains on track for a “soft” Summer 2025 launch and full implementation in Fall 2025.
- **Faculty Course Loads** - The Academic Leadership are working to streamline and clarify the reporting for Faculty Course Loads. This is an important metric to determine the ongoing staffing models within each program, and to accurately manage instructional costs.

ADMINISTRATIVE SERVICES: *Brannen Smith*

Financial Reports*

- **November 30, 2024**, YTD budgeted revenue/expenses were \$27.8M. We received \$14.1M in revenue and expensed \$13.3M. The financial report shows a net income of \$797K.
- November 30, 2024, YTD Total Current Assets - \$3.8M; Total Assets - \$4.2M = Total Liabilities/Fund Balances \$4.2M.
- We received 51% of our anticipated revenue and we expensed or encumbered 50%.
- We received \$4.5M of our state funds, which is 38% of our anticipated budget of \$11.8M.
- We received \$208K of our federal funds, which is 25% of our anticipated budget of \$842K.
- We generated \$5.1M in local funds, which is 47% of our anticipated budget of \$10.9M.
- We have received and expensed \$4.3M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by M. Fortune, all in favor; none opposed; the Board reviewed and accepted the November 30, 2024, financial report as presented.

- **December 31, 2024**, YTD budgeted revenue/expenses were \$28.7M. We received \$15.5M in revenue and expensed \$15.3M. The financial report shows a net income of \$265K.
- December 31, 2024, YTD Total Current Assets - \$3.1M; Total Assets - \$3.5M = Total Liabilities/Fund Balances \$3.5M.
- We received 54% of our anticipated revenue and we expensed or encumbered 56%.
- We received \$5.4M of our state funds, which is 43% of our anticipated budget of \$12.5M.
- We received \$279K, of our federal funds, which is 33% of our anticipated budget of \$842K.
- We generated \$5.6M in local funds, which is 51% of our anticipated budget of \$11M.
- We have received and expensed \$4.3M (100%) in Hope, Pell, SEOG funds, and private loans.

Micheal Summers asked about the increase in TRS employer benefit costs and how it is affecting TCSG. We have not received notification of additional increases in employer benefit cost. Costs have been increasing incrementally over the last few years and will continue to increase in small increments. The College is notified before each budget cycle of any increases in benefit costs and the college budgets for those increases.

Upon a motion by C. Young seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the December 31, 2024, financial report as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- iGOT season is upon us
 - Community civic speaking tour is set and started last week
 - Pre-call list are being distributed
- \$100,000 Donation was accepted at year end
 - Met with Company to determine focus of gift on 2/13

Scholarships:

- Spring Scholarships
 - 300 applications started
 - 73 completed
 - Awarded 20 new scholarships for Spring semester
 - Awarded 9 Foundation Stipends
- 3 new annual scholarships for upcoming year.
 - Two from Stuart & Mylissa Gregory Family
 - One from Woody Pumphrey

Foundation business:

- Lori/Larry “Hear for You” sessions with programs have started
 - Meeting with instructors/program leads to gain information on each program for program updates and possible funding purposes

Faculty/Staff appreciation:

- Held a Valentine’s coffee and breakfast for faculty and staff, 2/11/24
- Internal iGOT kickoff will be held in conjunction with Professional Development Day, 3/13/25

Future Dates to hold:

- Screven iGOT kick-off – Tuesday, February 25th, Little Dipper Café – 12pm
- Bulloch iGOT kick-off – Thursday, March 18th, JHB Oak Room – 8am
- Internal iGOT/Professional Development Day – Thursday, March 13th, JHB Oak Room
- We Are OTC Event – Thursday, April 3rd, The Market @ Visit Statesboro – 6:30-8:30pm

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education:

- The Adult Ed program achieved 80% of its enrollment goal for the year at the end of January.
- We currently have 8 adult education students enrolled in credit programs at OTC. Of the 6 students enrolled this past Fall semester – all passed their classes, and one received their CNA certification.
- We are diligently working on the Adult Education funding grant application that is due to TCSG in mid-March. This is a high-stakes grant year, so all hands are on deck.

Industry Training, Continuing Education, and Apprenticeships:

- Bobby discussed a survey conducted regionally on skilled workers wages. Our area’s (Greater Bulloch) wages run lower than other areas (Chatham); currently \$24.80;

average is \$26.50. Revenue numbers through the first six months of FY25: We delivered 97,000 training hours, earning more than \$1.3 million in revenue.

- This week we are hosting 30 Amazon team members for a summit on their apprenticeship programs. Those attending include the Director of Reliability, Maintenance, and Engineering for North America. They are here to visit their top performing provider of the Mechatronics and Robotics Apprenticeship Training program, and the pilot provider of their new Automation Engineering Apprenticeship Training program. The first pilot cohort for that program is slated to arrive on our campus April 1 with 20 trainees. This has been a campus wide effort to prepare, and everyone has pitched into help. It is the OTC way!

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

Plans, Manuals, Handbooks, Guides*

- Disaster Recovery Plan
- Technology Plan
- Employee Handbook
- Facilities Maintenance Plan
- Warranty Claim Procedure Manual

Procedures*

- 3.3.4p3. Privacy Notice to Computer Users Procedure
- 3.3.4p4. Remote Access Procedure
- 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
- 5.1.11p2. Automotive Technology Live Work Projects Procedure
- 5.1.11p3. Cosmetology/Esthetician Live Work Projects Procedure
- 5.1.11p4. Electrical Systems Technology Live Work Projects Procedure
- 5.1.11p5. Funeral Service Education Live Work Projects Procedure
- 5.1.11p6. Hospitality/Culinary Arts Live Work Projects Procedure
- 5.1.11p10. Heavy Diesel Technology Live Work Projects Procedure
- 5.1.11p11. Construction Technology Live Work Projects Procedure
- 1.1p. Development, Approval and Review of Local Procedures
- 1.1pa2. Local Procedure Format
- 3.1.12p1. Cooperative Nonprofit Organizations Procedure
- 3.1.12p2. Foundation Procedure
- 3.3.4p5. Laptop Computer Use Procedure
- 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
- 6.4.1p1. College Catalogs Procedure

Upon a motion by T. Phillips, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center:

- The revised drawings were sent to TCSG for Design Review and the contractor for review and pricing on January 21st. These documents represent the latest round of value engineering, designating specific aspects of the project as alternates, and generally including our discussed changes to the previous design. Additionally, money

was reallocated from FFE to construction to assist with getting the project funded. These recent negotiations and new promises of continued assistance could allow construction to begin as early as April, resulting in possession by June 2026.

- President Durden reported the House has put \$1.9M in their draft budget and senate has done the same. We should receive \$3.9M additional funds in the amended FY25 budget, which will allow us to access the funds quickly and move forward with the project.

OGE-25-1 HVAC Controls Project:

- The HVAC controls project was awarded to Augusta Chiller after the college received additional funds to cover the shortage. TCSG has finalized the paperwork and the college will meet with the contractor the week of Feb 17th to kick off the construction phase.

OGE-25-2 Construction Management Renovation:

- DPR Architecture continues to develop the construction documents with hopes of having a completed set of drawings ready so we can start building the bid package in March.

Information Technology Update:

- The new server infrastructure has been successfully installed and IT is moving our servers over to the new platform. So far, 34 have been relocated with no impact to the operations of the college. The remaining 19 servers require additional steps by TCSG Central Office before migrating. The new hardware provides room for growth, resilience, and redundancy beyond anything we have ever had in the past.
- The Wi-Fi upgrade is currently in progress. The install team is quickly working through each building to replace and add hardware plus change the controller over to the new cloud-based system.
- The college remains in the queue for the phone system upgrade at the end of February/early March. We are ready when the conversion team arrives.

Campus Safety:

- Chief Tirey has led the charge of completing our certification path having completed all 120 requirements as of February 7th. We are currently waiting on date for our mock review then we will have our official on-site review in March – TBD.
- The search for a new officer continues. We are fortunate to have a great group of part-time officers who have assisted the college with coverage throughout the day, not just in the evenings while we continue the search.

Facility Rentals:

- The current bookings for FY25 continue to break records! Kimberly Page continues to squeeze events into every possible space and time. She continues to build great relationships with businesses who have become repeat, lower-impact customers.

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

Spring Semester 2025 Enrollment – 7-day Report:

- 2,194 students registered for the spring semester (5.4% increase from Spring 2024)
- Increased in all areas:
 - 4.6% in credit hours
 - 4.6% in traditional student enrollment
 - 8.3% in dual enrollment

Dual Enrollment Appreciation Event:

- Last week we hosted the fourth annual Dual Enrollment Appreciation Event. Twenty-one local high school partners attended. The event was to thank them for their work with dual enrollment and provide useful information regarding OTC and the dual enrollment process

Georgia Occupational Award of Leadership (GOAL):

- Rien Perez, a student in our Fish & Wildlife Management program, was recently named OTC's 2025 Georgia Occupational Award of Leadership (GOAL) recipient
- Both the GOAL and Rick Perkins Award winners will participate in a regional competition this Tuesday, February 25th in Tifton, GA

New Take Control Ads:

- We are featuring our College GOAL Student of the Year finalists in our newest Take Control ads
 - Rien Perez | GOAL Winner | Fish & Wildlife Management
 - Arianna Crumpacker | GOAL Runner Up | Fish & Wildlife Management
 - Faith Drew | GOAL Finalist | Construction Management
 - Calli Price | GOAL Finalist | Associate of Science in Nursing

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Graduation is May 15, 7:00 pm at Hanner Field House. Seeking a commencement speaker.
- The Commissioner is making his rounds to visit all the technical colleges and he visited our campus last week. He was able to interact with some students and instructors during an Anatomage Table demonstration and he met the Foundation BOT.
- Legislative session underway. TCSG is slated to receive \$49M additional funding in FY26 in a formula funding allocation, which is based on FY2024 credit hours.

Brannen asked if TCSG has been impacted by DOGE. Two areas of federal funding that would be impacted if cuts are made are Adult Education and Perkins.

Caughey asked about the buzz on the notice that Aspen Aerogels is halting construction on their facility. Bobby stated the building was approximately 90% complete. There were roughly 20 employees impacted by the closure.

CHAIRMAN'S REPORT: *Bobby Jones*

- No additional remarks

ADJOURN: There being no further business, the meeting adjourned at 10:10 a.m.

The next meeting of the Local Board of Directors is March 19, 2025, 9:00 a.m., David Boardroom

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

March 19, 2025 | 9:00 a.m.

MEMBERS PRESENT: Lagina Evans, Mandy Fortune, Caughey Hearn, Bobby Jones, Brannen Smith, Micheal Summers, Christina Young and Teresa Phillips

MEMBERS ABSENT: Mac Edwards and Stephen Pennington

STAFF PRESENT: Tony Berrios, Lori Durden, Jeff Davis, Larry Mays, Karen Mobley, Jan Moore, and Christy Rikard, Dr. Brandy Taylor

STAFF ABSENT: Eyvonne Hart

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

INVOCATION: Micheal Summers gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by M. Fortune, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of February 19, 2025, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Staffing:

- Ariel Cagle started on 3/1/2025 to serve as the ASN Program Director.
- Construction Management is still actively seeking an adjunct for Introduction to Carpentry. This is a Term B priority.
- Welding has added a second FT Instructor to increase capacity of instruction, and open additional enrollment opportunities, including night classes.

Academic Affairs Report:

- **Concourse Syllabus**
 - The Concourse syllabus data feed process is currently being tested. The project remains on track for a “soft” Summer 2025 launch and full implementation in Fall 2025.
- **Articulation Agreements**
 - OTC is working with Mercer University to finalize an articulation agreement that will benefit our graduates in Health Care Career Pathways, Logistics, Business Management and several other programs.
 - OTC has finalized a renewal of the Articulation Agreement with Georgia Southern University for the IT/Cybersecurity graduates to finish their Bachelors degrees at GSU.

- **Advisory Boards**

- The Academic Leadership are working to complete the Spring 2025 Advisory Board meetings for all the programs.

ADMINISTRATIVE SERVICES: *Brannen Smith*

Financial Reports*

- **February 28, 2025**, YTD budgeted revenue/expenses were \$32.5M. We received \$24.4M in revenue and expensed \$22.7M. The financial report shows a net income of \$1.75M.
- February 28, 2025, YTD Total Current Assets - \$4.8M; Total Assets - \$5.0M = Total Liabilities/Fund Balances \$5.0M.
- We received 75% of our anticipated revenue and we expensed or encumbered 73%.
- We received \$7.3M of our state funds, which is 59% of our anticipated budget of \$12.5M.
- We received \$400K of our federal funds, which is 47% of our anticipated budget of \$860K.
- We generated \$8.6M in local funds, which is 77% of our anticipated budget of \$11.1M.
- We have received and expensed \$8.0M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the February 28, 2025, financial report as presented.

COLLEGE ADVANCEMENT: *Larry Mays reported in Mac's absence*

Fundraising:

- iGOT season is wrapping up
 - Civic tour is complete
 - Bulloch County kick off was a success
 - Working on following up on all pledge sheets out, please turn in ASAP
- \$100,000 Donation was accepted at year end
 - Company wants to buy equipment for the electrical program

Scholarships:

- Scholarship Applications will go out April 15

Foundation business:

- New endowment
 - JL Petrea & Tony C. Petrea Endowed Scholarship (\$160,000 paid in full)

Faculty/Staff appreciation:

- Internal kick-off breakfast was well received.
- *New* - Drawings for internal will happen throughout the year.

Future Dates to hold:

- We Are OTC Event – Thursday, April 3, The Market @ Visit Statesboro – 6:30-8:30pm

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education:

- 103% of enrollment goal at the end of February. Ogeechee Tech has the highest percentage of enrollment target in the system at this time.
- The Adult Education grant funding application has been submitted to TCSG. We generally know our appropriation by mid-May.

Industry Training, Continuing Education, and Apprenticeships:

- Overall revenue for the division is tracking to exceed \$2M for FY25.
- Amazon Summit went very well last month. Thank you to everyone involved. The video that was prepared by our internal marketing team for the visit was shown.

INSTITUTIONAL EFFECTIVENESS: *Dr. Taylor reported in Stephen's absence*

Plans, Manuals, Handbooks, Guides*

- Faculty Handbook

Procedures*

- 2.3.5p. Substantive Change Reporting Procedure
 - 2.3.6p. Accreditation Reporting Standards Procedure
 - 3.3.3p2. Electronic Message Board Usage Procedure
 - 3.3.4p6. Web Design Procedure
 - 4.4.4p1. Performance Management Procedure
 - 5.1.3p1. Advisory Committees Procedure
 - 6.2.1p4. Student Assessment Procedure – Tabled from February
 - 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 Financial Aid Procedure
- Upon a motion by B. Smith, seconded by M. Fortune; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

FY2026 Perkins Budget Estimated Allocation - \$595K

- 5 full-time positions are funded through Perkins along with Special needs equipment, professional development, program equipment, etc. Program equipment is based on needs assessments.

OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center:

- The Development Authority of Bulloch County approved the easement for the construction of the sewer line at their March meeting. The line extends from the project site to the City of Statesboro collection site near the Georgia Southern University building along Earl Dabbs Drive. This was one of the few remaining barriers. This approval, along with the \$3 million added to the project budget, strongly supports our proposed April construction start.

Electric Vehicle Charger Update

- Commissioner Dozier shared a study from the University of Georgia's Carl Vinson Institute regarding the need and process to expand the electric vehicle charger system across Georgia called "Plug into Georgia". Even though the study is newly released, the predictions will be impacted by current trends, but the need for charging stations remains strong.
- This prompted me to pull the fiscal year data for OTC's charging stations (July-February). As a reminder, the college continues to offer free charging at our Level 2 stations. These chargers offer approximately 30 miles of range per hour of charge time (vs 6 miles range per hour at a home charger). As of February 28th, there have been 223 charging sessions lasting a total of 928 hrs. Quick math translates to roughly 27,000 electric vehicle miles. This also represents 6,493 kWh (kilowatt hours) of electricity valued at \$564 (using the college's average power rate of 8.7 cents per kWh). From an environmental impact perspective, this represents a reduction of 5,292kg of CO2 emissions or about 6 tons. This savings would be equivalent to a gas-powered car traveling 14,000 miles or the CO2 produced by generating power for an average home for a year.

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

- **SkillsUSA Competition**
 - OTC's SkillsUSA team won 4 medals at the state competition last month: one gold medal, two silver medals, and one bronze medal
 - Sophia Lewis (Esthetics) - GOLD
 - Georgia Ledford (Esthetics) - SILVER
 - Richard Fountain & Devin Chizmar (Cybersecurity) - SILVER
 - Kaytlyn Colson & Andrew Mitchell (Cybersecurity) - BRONZE
 - Adam Bland (HVAC) - competed but did not medal
 - Sophia will go to the SkillsUSA National Event this summer to compete.
- **Spring Open House**
 - OTC's Spring Open House was held on Wednesday, March 5; 132 prospective students attended and 65 admission applications were submitted.
- **Upcoming Student Events**
 - Women in Leadership Panel on March 26
 - Carolyn Etheridge (Renasant Bank)
 - Yolanda Tremble (Willow Pond & Craig R. Tremble Funeral Home)
 - Amy Lingo (Georgia Southern University)
 - Rachel Edwards (Wright & Edwards PC)
 - Movie Night on April 10 (Wicked)
 - Career Fair April 16 (open to the public)
 - Soup Kitchen on April 12 (volunteer opportunity)
 - Easter Egg Hunt on April 17 (open to the public)
- **Commencement**
 - Please mark your calendars for the 2025 Commencement Ceremony. This year's event will be held on May 15 at 7:00pm in Hanner Fieldhouse.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- No further report

CHAIRMAN'S REPORT: *Bobby Jones*

- No report

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

The next meeting of the Local Board of Directors is April 16, 2025, 9:00 a.m., David Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden", with a long horizontal flourish extending to the right.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

April 16, 2025 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Mandy Fortune, Bobby Jones, Stephen Pennington, Brannen Smith, Micheal Summers, Christina Young and Teresa Phillips

MEMBERS ABSENT: Lagina Evans and Caughey Hearn

STAFF PRESENT: Tony Berrios, Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: Jan Moore

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

INVOCATION: Bobby Jones gave the invocation.

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

***REVIEW OF MINUTES:** Upon a motion by M. Edwards, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of March 19, 2025, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Approval of degrees, diplomas, and TCCs:
 - Automotive Light Duty Diesel Engine Tech (ALDI) TCC

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Staffing:

- Brian Stone was hired for the Construction Management Program as a FT Instructor. He will join OTC on May 19, 2025.
- Currently conducting a search for a FT Clinical Coordinator to support the ASN/PN programs.
- Currently conducting a search for a FT Instructor to join the Agribusiness program.

Academic Affairs Report:

- Georgia Board of Nursing/ ACEN Accreditation Update
 - The ASN program notified GBON about the recent change in program leadership. ACEN has confirmed their site visit for February 2026. This is a critical step in moving the ASN program into full accreditation.
- Student and Faculty Achievements
 - The OTC FBLA Chapter competed in the Statewide FBLA Competition in March 2025. The OTC FBLA Chapter and Students won several categories at the competition, including a repeat victory, in the Chapter of the Year and Advisor of the Year. The FBLA Faculty and students will go for the coveted "Three-peat"

next year. Top finishers will be attending the upcoming National Competition in Dallas.

Accounting Case Study	Justin White - 4th Place
Cybersecurity	Richard Fountain - 5th Place
	Andrew Mitchell - 2nd Place
Supply Chain Management	Rebecca Meredith - 1st Place
Business Ethics	Johnny Nava - 3rd Place
Computer Concepts	Rebecca Meredith - 1st Place
	Johnny Nava - 2nd Place
State of the Chapter	Brittany Meadows - 2nd Place
Community Service Project	Brittany Meadows - 1st Place
Chapter of the Year	OTC FBLA Chapter
Adviser of the Year	Michael Twisdale

***Spring 2025 Advisory Committee Update:** (Attachment I)

A motion to accept the Advisory Committee changes was made by B. Smith, seconded by M. Edwards; all in favor, none opposed; the board accepted the Advisory Committee member updates.

ADMINISTRATIVE SERVICES: *Brannen Smith*

***Financial Reports:**

- **March 31, 2025**, YTD budgeted revenue/expenses were \$32.8M. We received \$26.2M in revenue and expensed \$25M. The financial report shows a net income of \$1.2M.
- March 31, 2025, YTD Total Current Assets - \$4.3M; Total Assets - \$4.5M = Total Liabilities/Fund Balances \$4.5M.
- We received 80% of our anticipated revenue and we expensed or encumbered 80%.
- We received \$8.3M of our state funds, which is 66% of our anticipated budget of \$12.5M.
- We received \$461K of our federal funds, which is 49% of our anticipated budget of \$938K.
- We generated \$9.2M in local funds, which is 83% of our anticipated budget of \$11.1M.
- We have received and expensed \$8.2M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers, seconded by M. Fortune, all in favor; none opposed; the Board reviewed and accepted the March 31, 2025, financial report as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- 2025 iGOT was a huge success!
 - New record of \$1,070,855.00 raised!
 - 10+ new annual scholarships
 - Invoices being generated for pledges received
 - We are OTC Celebration
 - Food by culinary program was excellent
 - Music by the Ripley's was rocking
 - Attendance was strong with an estimated crowd of 150
 - Combining the Alumni Awards with the We Are OTC Celebration worked well

- T-shirt give away was well received

Scholarships:

- Scholarship Applications open April 15 – June 30
 - Updating the scholarship application
 - Adding additional scholarships
 - Setting up workshops in classes
 - Scholarship Banquet – September 27

Foundation business:

- One opening on the Foundation Board for FY2026 (nominations open).
- Working through a donor management program conversion which will be a large cost savings for the foundation.

Faculty/Staff appreciation:

- EOY/summer events in planning stages

Future Dates to hold:

- Local and Foundation Board Reception - May 20, 6:00 pm, JHB Oak Room

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education:

- 107% of enrollment goal at the end of March. Ogeechee Tech has the highest percentage of enrollment target in the system at this time.
- The TCSG office of Adult Education will be hosting a GED testing blitz on OTC's campus Wednesday, April 23. If this proves successful, we expect to meet each of our state benchmarks by the end of the fiscal year.
- The Adult Education funding grant application has been submitted to TCSG. We generally know our appropriation by mid-May, but we have been notified that TCSG has not received any allocation estimates from OCTAE with the United States Department of Education regarding TCSG's federal allocation. Award letters will have language that reflects that the federal amount is contingent upon availability of federal funds. Awarded amounts will not be final until July 1.

Industry Training, Continuing Education, and Apprenticeships:

- Overall revenue for the division is tracking to exceed \$2.4 million for FY25.
- We are hosting the Smart Automation Certification Alliance (SACA) Board of Directors on our campus today. Last year, OTC noncredit students earned over 2100 SACA certifications – 2nd most of any educational institution in the country.
- OTC has secured a pledge to receive 10 EV Charging Station Trainers from Siemens to teach classes on commissioning EV chargers out in the field. We expect to teach the first class in July.

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

***Plans, Manuals, Handbooks, Guides:**

- Academic Affairs Classroom/Lab Safety Management Plan
- New Employee Orientation Manual
- Emergency Operations Plan
- Exposure Control Plan
- Hazardous Communication Program Plan/Inventory
- Business Continuity Plan
- Advisory Committee Guidebook
- Career Services Plan

- Occupation-Based Instruction Management Plan
- FIT LIFE Handbook

***Procedures:**

- 2.4.1p1. Local Board Responsibilities and Authority Procedure
- 2.4.2p2. Local Board Bylaws Procedure
- 3.3.4p2. Email Use Procedure
- 4.9.5p1. Professional Development Procedure
- 5.1.2p2. Credit Hour Procedure
- 5.1.2p5. Proctoring Procedure
- 6.2.1p3. Readmission to Competitive Admission Programs Procedure
- 6.8.1p1. Field Trips Procedure

Upon a motion by S. Pennington, seconded by M. Edwards; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

OPERATIONS: *Mandy Fortune*

TCSG-400 Georgia Industrial Systems and Robotics Training Center:

- The additional funding is adding notable improvements to the building and grounds but is not impactful to the overall project timeline. We remain hopeful for a construction start in the next 30 days.

Evans County Land Holdings Update

- Prior to the 2009 construction of the Evans County Technical Education Complex, the college had a mobile classroom on 6.88 acres of land just down the road from the current location. The site was cleared of OTC property and no longer beneficial to the college, so a request was made to return the parcel to the Economic Development Authority of Claxton-Evans County. On March 20, 2025, the quitclaim deed was processed to return the property.

Campus Safety

- The Georgia Association of Chiefs of Police performed the accreditation site review for the Campus Police department on March 21st. This was the final step, and the reviewer was impressed with the department and our overall preparedness as a college.
- A potential full-time officer has started the extensive law enforcement hiring process. The applicant has a great background with achievements that supplement the current department's abilities and resources.

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

Student Clubs

- Out to Conquer
 - Our gaming club had 6 students compete on April 4th against Gwinnett Tech in the game Marvel Rivals. The team consisted of 3 students from Cybersecurity (Richard Fountain, Timmy Brown, and Leonel Cerro-Montoya), 2 Information Technology students (Caleb Ryles & Major McMurdy), and 1 Interdisciplinary Studies student (Addalyne Humble). The Out to Conquer team played well but ultimately Gwinnett Tech came out as the winner. We hope to make this a regular competition.
- ARPa DIEM

- ARPa DIEM (our Cybersecurity Club) is currently competing in their second National Cyber League competition. They completed the individual competition last Friday and will do the team competition this coming Friday. Twelve students competed in the individual competition and 4 of them placed in the top 10% in the nation! Competitions include things such as password cracking, cryptography, and wireless access exploitation.

Embark Georgia Grant

- Ogeechee Tech was awarded a \$45,000 grant through Embark Georgia to boost our OASIS food pantry and Career Closet. The funds are being used to purchase shelving and organizational equipment for both spaces, supplies to stock the food pantry, and Ellis Meat Market food vouchers for students in need.

Career Fair

- Our annual Career Fair is being held today from 10am-1pm in the Oak Room in the Jack Hill Building. Over 30 employers and community resource organizations will be on site to meet with students, and professional headshots will be provided to interested students. We have partnered with Bulloch County Schools to bring high school seniors to the event.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Local Board & Foundation BOT Reception – May 20, 6:00 pm, Oak Room. The Local Board meeting will be held at 5:00 pm in the Magnolia Boardroom.
- Outgoing/Incoming Board members.
 - Bobby Jones and Caughey Hearn outgoing.
 - Incoming: Adam Kennedy, Evans County and Tramaine Melvin, Screven County
 - A motion to accept was made by S. Pennington, seconded by T. Phillips, all in favor none opposed, the board accepted the new board members.
- Congressman Rick Allen touring our campus tomorrow.
- FY2026 Meeting Schedule presented. Calendar invites will be sent to the board for all meeting dates.

CHAIRMAN'S REPORT: *Bobby Jones*

- Reminder about graduation on May 15, 7:00 pm at Hanner Field House.

COMMUNITY EVENTS:

- Morris Bank – Building a Better Bulloch, April 23, Oak Room
- Citizens Bank of the South - Business After Hours, April 17

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

The next meeting of the Local Board of Directors is May 20, 2025, 5:00 p.m., Jack Hill Building Magnolia Boardroom

Respectfully submitted,



Lori S. Durden
Executive Secretary

ATTACHMENT I

ACADEMIC AFFAIRS NEW ADVISORY COMMITTEE MEMBERS SPRING 2025 OGEECHEE TECHNICAL COLLEGE BOARD OF DIRECTORS APRIL 2025		
PROGRAM	NEW MEMBER	MEMBER TO REMOVE
Agribusiness	Josh Browning Tractor Supply Company 206 East Long Street Claxton, GA 30417 912-739-2044 jbrowning@tractorsupply.com	Bradley Hall
Business Management		Ashley Harmon
Computer Information Systems		Richard Stephens
Criminal Justice	Norman Royal Sheriff Screven County 202 Rocky Ford Road Sylvania, GA 30467 912-564-2013	Mike Kile
Early Childhood Care and Education	Chelsea Owens Child Care Resource & Referral of South East Georgia 190 Crossroads Parkway Savannah, GA 31407 912-443-5700 cowens@savannahtech.edu	
Fish and Wildlife Management	Baker Story Dragonfly Pond Works 19 Windy Oaks Court Midway, GA 31320 706-871-3481 Bakerstory12@gmail.com	John Spandle
Funeral Service Education	Pharis D. Bennett Bradley B. Anderson Funeral Home and Crematory 124 Jordan Street Reidsville, GA 30453 (912) 557-6783	Matthew H, Lovett
General Education		Kathy Albertson
Logistics		Hope White
Paramedicine	Courtney Boswell Ogeechee Technical College Student Member	Caleb Calderon Ogeechee Technical College Student Member

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Jack Hill Building | Magnolia Boardroom

May 20, 2025 | 5:00 p.m.

MEMBERS PRESENT: Mac Edwards, Lagina Evans, Mandy Fortune, Caughey Hearn, Bobby Jones, Stephen Pennington, Brannen Smith, Micheal Summers, Christina Young and Teresa Phillips

MEMBERS ABSENT: None

STAFF PRESENT: Tony Berrios, Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Bobby Jones called the meeting to order at 5:09 p.m.

INVOCATION: Bobby Jones gave the invocation.

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

***REVIEW OF MINUTES:** Upon a motion by B. Smith, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of April 16, 2025, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- NA

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Micheal Summers*

Staffing:

- Currently conducting a search for a FT Clinical Coordinator to support the ASN/PN programs.
- Currently conducting a search for a FT Instructor to join the Agribusiness program. A candidate has been interviewed and is scheduled for an on campus visit as part of the final selection process.

Student and Faculty Achievements

- FBLA students Nationally recognized as 1 of 4 “Outstanding Chapters” in the Nation at the recent competition in Dallas, TX.
- Cybersecurity had two teams competing at the recent National Cyber League Team Games, for only the second semester.
 - Team A placed in the 98th percentile (120 out of 4779).
 - Team B placed in the 91st percentile (475 out of 4779).

New Programs/Revisions to Existing Programs

- Light Duty Diesel was approved and added as a new TCC. Effective Fall semester.
- TCSG approved revisions to Medical Assisting with a revised program that eliminates pre-requisites, but requires the addition of a new course, MAST1061 Front Office and Legal Implications.

- TCSG approved a new version of the EMT program where EMJ1 is being replaced by ED91. The changes are to course requirements. The alignment of the course content now mirrors national standards.

***New Program Request**

- The Dental Assisting program is requesting the adoption of the CY71 Coronal Polishing (TCC). The students already complete the coursework. This is an embedded TCC, and we are requesting this adoption so that we can transcript the award of the TCC. This TCC satisfies the “Expanded Duties” that Dental Hygienist can perform.

A motion to accept the New Program Request was made by T. Philips, seconded by B. Smith; all in favor, none opposed; the board accepted the NPR for Coronal Polishing TCC (CY71).

ADMINISTRATIVE SERVICES: *Brannen Smith*

***Financial Report:**

- **April 30, 2025**, YTD budgeted revenue/expenses were \$33.2M. We received \$28.3M in revenue and expensed \$27.2M. The financial report shows a net income of \$1.1M.
- April 30, 2025, YTD Total Current Assets - \$4.1M; Total Assets - \$4.4M = Total Liabilities/Fund Balances \$4.4M.
- We received 85% of our anticipated revenue and we expensed or encumbered 85%.
- We received \$9.3M of our state funds, which is 75% of our anticipated budget of \$12.5M.
- We received \$615K of our federal funds, which is 65% of our anticipated budget of \$942K.
- We generated \$10M in local funds, which is 88% of our anticipated budget of \$11.4M.
- We have received and expensed \$8.2M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by C. Hearn, seconded by T. Philips, all in favor; none opposed; the Board reviewed and accepted the April 30, 2025, financial report as presented.

***Proposed FY2026 Budget Allocation:**

State Funds	\$14,604,209
Federal Funds	\$795,261
Local Funds	\$10,148,507
Total	\$25,547,977

Upon a motion by M. Summers, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the FY2026 Proposed Budget Allocation as presented.

COLLEGE ADVANCEMENT: *Mac Edwards*

Fundraising:

- Following up on iGOT leads
- Completing new annual scholarships criteria
- Working on endowment information for accountant to help build out endowment reports

Scholarships:

- Accepting scholarship applications
 - 53 completed applications
 - 385 started applications
 - Marketing scholarships in numerous ways

- Setting up application workshops in classes

Foundation business:

- Working through software conversions
 - Donor software moving to AwardSpring
 - Financial software moving to QuickBooks
- Attended TCSG Leadership meetings and peer group in Atlanta
 - Presented to the Advancement peer group
- Resource inventory calls have started with Merchant McIntyre

Faculty/Staff appreciation:

- EOY/summer events in planning stages

Future Dates to hold:

- Scholarship banquet, September 23

ECONOMIC DEVELOPMENT: *Caughey Hearn/Christina Young*

Adult Education:

- The program has achieved 114% of its enrollment goal for the year at the end of April.
- The program has received its notice of appropriation for FY26. Please note that Federal 231 funding was reduced by 10.77% from FY25. Also, the state appropriation remains unchanged from the funding that was received in FY25.
- The program has exceeded all expectations this year and expects to meet all of its goals set by TCSG by the end of this fiscal year. A great year for the program by all standards.

Industry Training, Continuing Education, and Apprenticeships:

- Overall revenue for the division continues to track well above last year with substantial growth expected in FY26.
- The Division is proud to announce that it is finalizing agreements to become a training center for both Rockwell Automation and Mitsubishi Electric Automation – both are significant players in the manufacturing automation space. We expect to offer training courses for both beginning in January 2026.
- The Division continues to work towards well rounded, forward thinking offerings that will meet the needs of our local and regional manufacturing base while serving our clients from around the country.

INSTITUTIONAL EFFECTIVENESS: *Stephen Pennington*

***Plans, Manuals, Handbooks, Guides:**

- Distance Learning Policies & Procedures
- Online Course Orientation Student Policies & Procedures
- Program Management Plan

***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 - No Changes
- 4.3.2p7. Visitors Procedure
- 4.5.3p1. Official Holidays Procedure
- 5.1.5p1. College Calendar Procedure
- 5.1.8p1. Advanced Placement Procedure
- 6.7.2p1 Student Dress Code Procedure

Upon a motion by C. Hearn, seconded by M Fortune; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

***Strategic Plan Review:**

- While our Strategic Plan undergoes a comprehensive review at least every five years, it is a “living” document and its goals and objectives are reviewed on an annual basis by the Executive Council and Local Board of Directors and revised as necessary. The current plan was included in the Board Book for review. FY26 will be the last year of this plan so in the fall we will start planning and collecting data for the next comprehensive review.
- Comments/Questions/Feedback –
 - No comments or suggested changes

Upon a motion by C. Young, seconded by T. Philips; all in favor; none opposed; the Board reviewed and accepted the Strategic Plan as presented.

***FY26 Estimated Perkins Budget Allocation:**

Personnel	\$445,000
Practical Nursing Instructor (1)	
Heavy Diesel Instructor (1)	
Automotive Instructor (1)	
Nursing Clinical Coordinator (1)	
Student Success Coach (1)	
Academic Enrichment Center	\$23,000
Tutoring Services for Special Population Students	
Hearing Interpreters/Personal Assistants for Special Population Students	
Special Needs Equipment/Instructional Materials	\$4,000
NAPE/CIDI/NACADA Memberships	\$1,875
Assessment Software	\$4,000
Materials for Under-Represented Gender Students in Nontraditional Programs	\$6,000
Faculty & Staff Professional Development	\$25,683
Program Equipment	\$35,679
TOTAL	\$545,237

Upon a motion by M. Summers, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the Estimated Perkins Budget Allocation for FY26 as presented.

OPERATIONS: *Mandy Fortune*

***Master Campus Plan Update**

- A campus-wide plan for new facilities and facility renovations is prepared every five years and is reviewed/revised annually. The Master Campus Plan is the result of administrators, faculty, and staff assessing existing programs, services, and/or facilities, and planning for necessary expansion, modification, and/or deletion. Plans for identified facilities, equipment, personnel, and furnishings are included in the campus master plan, and funds required for these items are included in each year’s capital outlay

request. State funds required for project implementation are requested annually from the Technical College System of Georgia. The Master Campus Plan is reviewed by the Local Board of Directors and sent to the State Board for review.

Upon a motion by C. Young, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the Master Campus Plan Update as presented.

STUDENT AFFAIRS: *Teresa Phillips/Lagina Evans*

- **Summer Semester 2025 Enrollment Update** - Our final Summer 2024 enrollment was 1,246. As of this afternoon, we have 1,305 students registered for Summer 2025. Classes began yesterday, so we will have a better idea of where our enrollment will settle after a few weeks.
- **Commencement** - Heather Gonzales, Ogeechee Tech graduate, Southeast Bulloch Middle School Art Teacher, and Bulloch County Teacher of the Year, provided the commencement address at the College's graduation ceremony last Thursday, May 15. A total of 328 graduates walked and we celebrated with nearly 3,000 guests in Hanner Fieldhouse. Those unable to attend could watch it via livestream.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- **FY2026 Local Board Assessment** - Assessment will be distributed to the board following this meeting. Results will be reviewed at the first meeting of the new fiscal year in August.
- **FY2026 Plan of Work** - The Plan of Work outlines the Boards mission to advocate for the college, be the eyes and ears for college, and to provide feedback and insight from community partners.
- **FY2026 Meeting Schedule** - The schedule will remain at the same time and format as previous years.
- **FY2026 Committee Assignments** - Each Board member is assigned to a different division each year in order to learn about all aspects of the college.
- **TCSG Leadership Summit** –
 - The Rick Perkins and GOAL winners were announced during the Summit. Quincy Jackson was a state finalist for the Rick Perkins Award and Rein Perez was the first runner-up for GOAL.
 - FY26 Budget was presented to the presidents. This is the best budget received by the college since President Durden's tenure. We are no longer the smallest budget in the system and are receiving our fair allocation of funds. The budget formula is based on credit hours so If our credit hours increase, we will receive an increase in funds and vice versa.

CHAIRMAN'S REPORT: *Bobby Jones*

- Commencement was great. Everyone did a wonderful job.
- This meeting is bittersweet as it is my last meeting serving on the board. Bobby joked that he has been working tirelessly with Micheal to prepare him as the incoming Chair. Bobby has been involved with OTC in some capacity for 30 years. Bobby thanked Lori for the opportunity to serve on the board and commended the executive team for their enthusiasm and dedication. It has been a pleasure and an honor to serve on the board.

ADJOURN: There being no further business, the meeting adjourned at 6:00 p.m.

The next meeting of the Local Board of Directors is August 20, 2025, 5:00 p.m., Joseph E. Kennedy Building, David Boardroom.

Respectfully submitted,

Lori S. Durden
Executive Secretary