

**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION
STATE BOARD MINUTES
GEORGIA QUICK START – CENTERGY ONE
75 Fifth Street, NW – Suite 400
Atlanta, GA 30308**

**December 7, 2006
1:00 P.M.
DRAFT**

MEMBERS PRESENT

Annie Hunt Burris
Don Chapman
Ben Copeland
Michael Daniel
Mary Flanders
Cedric Johnson
McGrath Keen
Ann Purcell
Tyre Rakestraw
Otis Raybon
Sandra Reed
Harold Reynolds
Allen Rice
Steve Rieck
Earl Smith
Carl Swearingen
Ben Tarbutton

MEMBERS ABSENT

Rhubarb Jones
Emerson Russell
Larry Snellgrove
Jimmy Tallent

CALL TO ORDER

Pursuant to place, date, and time stated above, Chairman Copeland called the meeting to order.

APPROVAL OF MINUTES

Upon a motion by Mr. Smith, second by Mr. Reynolds, the Board approved the November 2, 2006 State Board minutes.

CHAIRMAN'S REPORT

Chairman Copeland recommended Mr. Ron Jackson to the Board as the Interim Commissioner for DTAE until a replacement for Mike Vollmer was named. Upon a motion by Mr. Reynolds and a unanimous second from the Board, the Board approved Ron Jackson as Interim Commissioner.

Reminders from the Chairman:

- 1) There will not be a meeting January 4, 2007.
- 2) Eggs and Issues Breakfast will be Tuesday, January 9, at the World Congress Center. If interested in attending, please let Belva know.
- 3) Taste of Technical Colleges – Depot (Capitol) on Tuesday, January 30 from 5 – 7:00 p.m. – Invitations will be mailed in the near future.
- 4) February 1, State Board Meeting will be moved to Wednesday, January 31 at the DTAE Office. This is because the “Taste” is Tuesday evening. Hopefully everyone will be able to attend both “Taste” on Tuesday and February Board meeting Wednesday, January 31. Upon a motion by Mr. Reynolds, second by Ms. Purcell, the Board approved this change.
- 5) Chairman Copeland attained a motion to hold the Thursday, March 1, meeting at Atlanta Technical College and the Culinary Arts program will serve lunch. Upon a motion by Mr. Reynolds, second by Ms. Flanders, the Board approved to move the location of the March 1, State Board meeting to Atlanta Tech. The regular Board Day schedule will be the Agenda.

COMMISSIONER'S REPORT

Interim Commissioner (future reference will be Commissioner) Jackson accepted his nomination and stated that DTAE had an incredible management team in place and with their help DTAE operations would run very smoothly for the new Commissioner's arrival.

Commissioner Jackson introduced the new President of Valdosta Technical College, Dr. Robert Abene and his wife Pat. Dr. Abene's Presidency was effective December 1, 2006.

Update on the Presidential Searches:

- 1) Ogeechee Tech will be announced later in this meeting.
- 2) Central Georgia Tech – Central office interviewing final three.
- 3) Altamaha Tech – Local Search Committee to begin interviewing during January.
- 4) Swainsboro – First meeting of Search Committee to organize is Tuesday, December 12.

Mr. Jackson stated that the Central Georgia Tech Search Committee wanted to name a President as soon as possible and due to the Board's time frame of meetings in January there will be a Board telephone conference call as soon as he has a recommendation for the Board. Notification of date and time will be forthcoming.

Announced the DTAE Leadership Summit in Augusta, January 10, 11, & 12, where the attendance of the Presidents; Vice Presidents of Administration, Economic Development, Instructions, Student Services, and Adult Literacy SDA Directors of each college is requested. The agenda is to work on the beginnings of a strategic planning process and a new management structure for DTAE's Human Resource Practice. This is a first bringing in DTAE's leadership team of all the colleges at one time. An invitation was extended to the Board.

EXECUTIVE SESSION

Upon a motion by Mr. Daniel, second by Mr. Reynolds, the Board approved to recess at 1:15 p.m. for an Executive Session in order to discuss a personnel matter. The Board reconvened at 1:25 p.m.

Upon a motion by Ms. Purcell, second by Mr. Rice and Mr. Rakestraw, the Board approved the Commissioner's recommendation of Dr. Dawn Cartee as the President of Ogeechee Technical College, effective January 1, 2007.

COMMITTEE REPORTS

ACADEMIC STANDARDS AND PROGRAMS

Local Board Member Appointment/Reappointment

Upon a motion by Mr. Rieck, second by Dr. Reed, the Board approved that the technical colleges below, that the persons listed be appointed/reappointed to the local board of directors of the technical college.

- A. West Central Technical College (appointment)
Daniel Jackson, Carroll County (expiration June 30, 2009)

Placement of Local Board Member Appointment/Reappointment on Board Table

Upon a motion by Mr. Rieck, second by Mr. Swearingen, the Board approved that for the technical colleges below that the names listed be placed on the Board table until the February scheduled meeting for consideration of approval of appointment to the local board of directors.

- A. Augusta Technical College (reappointment)
Larry Jones, Richmond County (expiration June 30, 2009)
- B. North Metro Technical College (appointment)
Tracy A.D. Lewis, Bartow County (expiration June 30, 2009)

- C. Southwest Georgia Technical College (appointment)
David Burton, Mitchell County (expiration June 30, 2009)

Other

Upon motion by Mr. Rieck, second by Ms. Purcell and Mr. Daniel, the Board approved that the proposed revised mission statement for Sandersville Technical College as presented below be approved.

Current mission statement:

Sandersville Technical College offers quality technical and continuing education, business and industry services, and adult education services to provide educational, career, and economic development opportunities for the citizens and communities of its five-county service area through associate ~~of applied~~ ~~technology~~ degrees, diplomas, technical certificates of credit, and non-credit certificates.

Revised mission statement:

Sandersville Technical College offers quality technical and continuing education, business and industry services, and adult education services to provide educational, career, and economic development opportunities for the citizens and communities of its five-county service area through associate degrees, diplomas, technical certificates of credit, and non-credit certificates.

The discussion regarding revision of Technical College Mission Statements.

Mr. Rieck stated that the ASP Committee recommends when there is a simple word change in the mission statement and there may be several similar word changes by the different technical colleges for their mission statements in the future, that it not be necessary to bring before the Board. Kristi Wolfersberger was called upon to comment and said for legal purposes this was being looked into as some accreditations read "mission statement to be approved by the Board." She will look into the matter and report back to the Board.

Approval of Diplomas and AAS Degrees

Upon a motion by Mr. Rieck, second by Ms. Purcell, the Board approved that the college requests listed below to offer diploma and degree programs be approved effective the quarter specified for each request. Any fiscal requirements to begin these programs must be approved through the standard budget approval process.

Albany Technical College

(Main)

Diploma and AAS Degree program in Visual Communications effective Spring Quarter, 2007

Atlanta Technical College

(Main)

Diploma and AAS Degree program in Fire Science effective Winter Quarter, 2007.

Diploma and AAS Degree program in Pharmacy Technology effective Spring Quarter, 2007.

Lanier Technical College

(Forsyth)

Diploma program in Environmental Horticulture effective Winter Quarter, 2007.

North Georgia Technical College

(Main)

Diploma program in Power Sports Equipment Repair Technology effective Winter Quarter, 2007.

Ogeechee Technical College

(Main)

Diploma program in Automotive Technology effective Spring Quarter, 2007.

South Georgia Technical College

(Main)

Diploma program in Barbering effective Winter Quarter, 2007.

(Main and Crisp County)

Diploma and AAS Degree program in Management and Supervisory Development effective Winter Quarter, 2007.

Southeastern Technical College

(Glennville)

Diploma program in Business Office Technology effective Winter Quarter, 2007.

Approval of Technical Certificates of Credit

Upon a motion by Mr. Rieck, second by Ms. Purcell, the Board approved that the college requests listed below to offer technical certificates of credit be approved effective the quarter specified for each request.

Albany Technical College

(Main)

Medical Receptionist effective Winter Quarter, 2007.

Computer Graphic Design Specialist effective Spring Quarter, 2007.
Cosmetology Instructor Training effective Spring Quarter, 2007.
Electrical Lineworker Apprentice effective Spring Quarter, 2007.

Atlanta Technical College

(Main)

Prep Cook effective Winter Quarter, 2007.
Certified Manufacturing Specialist effective Winter Quarter, 2007.
Scopist effective Winter Quarter, 2007.

Bainbridge College

(Main)

Turfgrass Maintenance Technician effective Spring Semester, 2007.

Columbus Technical College

(Main)

Certified Microsoft Office Specialist effective Winter Quarter, 2007.

Gwinnett Technical College

(Main)

Kitchen and Bath Designer effective Winter Quarter, 2007.

Lanier Technical College

(Forsyth)

Landscape Design Technician effective Winter Quarter, 2007.

Middle Georgia Technical College

(Main)

Certified Manufacturing Specialist effective Winter Quarter, 2007.

North Georgia Technical College

(Main)

Electrical Lineworker Apprentice effective Spring Quarter, 2007.

(Blairsville)

Nail Technician effective Winter Quarter, 2007.

North Metro Technical College

(Main)

Eldercare Technician effective Winter Quarter, 2007.

Okefenokee Technical College

(Main)

Automotive Electrical/Electronic Systems Technician effective Winter Quarter, 2007.
Automotive Heating and Air Conditioning Technician effective Winter Quarter, 2007.
Law Enforcement Technician Level 1 effective Winter Quarter, 2007.

South Georgia Technical College

(Main)

Barbering for Cosmetologists effective Winter Quarter, 2007.
Environmental Horticulture Technician effective Winter Quarter, 2007.
Garden Center Technician effective Winter Quarter, 2007.
Geriatric Technician effective Winter Quarter, 2007.
Industrial Fluid Power Technician effective Winter Quarter, 2007.
Industrial Motor Control Technician effective Winter Quarter, 2007.
Landscape Specialist effective Winter Quarter, 2007.
Mechanical Technician effective Winter Quarter, 2007.
Motorsports Chassis Technician effective Winter Quarter, 2007.
Motorsports Engine Builder effective Winter Quarter, 2007.
Motorsports Fabrication Technician effective Winter Quarter, 2007.
Turfgrass Maintenance Technician effective Winter Quarter, 2007.

(Main and Crisp County)

Computer Forensic and Investigation Specialist effective Spring Quarter, 2007.
Game Development Specialist effective Winter Quarter, 2007.
Health Care Assistant effective Winter Quarter, 2007.
Mobile Electronics Technician effective Winter Quarter, 2007.
Web Site Design Specialist effective Winter Quarter, 2007.

Program Terminations

Upon a motion by Mr. Rieck, second by Mr. Rakestraw and Ms. Purcell, the Board approved that the college requests listed below to terminate diploma, degree, and technical certificate of credit programs be approved effective the quarter specified for each program.

Degree and Diploma Programs

Flint River Technical College

(Main)

Printing and Graphics Technology diploma effective Spring Quarter, 2007.

Southwest Georgia Technical College

(Mitchell County)

Practical Nursing diploma effective Winter Quarter 2007.

Technical Certificates of Credit

Columbus Technical College

(Main)

Pharmacy Assistant effective Summer Quarter 2007

ADULT LITERACY

I. Office of Adult Literacy (OAL) Programs

Upon a motion by Mr. Johnson, second by Mr. Rieck and Mr. Rice, the Board approved to authorize the Commissioner to enter into the contract with the Governor's Office of Workforce Development (GOWFD) for funding to support a pilot Adult Literacy Transition Center. Funds are from the Workforce Investment Act of 1988-Section 503 Incentive Grant for PY2005).

AUDIT AND COMPLIANCE

I. **State Board Policy III. R. Instructional Staff Work Assignments TO BE APPROVED**

Upon a motion by Mr. Rakestraw, second by Mr. Johnson, the Board approved the proposed revisions to **State Board Policy III. R. Instructional Staff Work Assignments**.

III. R. Instructional Staff Work Assignments



~~The obligation of the institution for a full-time member of the instructional staff is 40 hours per work week. The optimal number of direct student contact instructional hours for a normal teaching assignment is 25 academic hours per week accompanied by a minimum of 15 hours of indirect instructional activities to comprise the total work week or similar combination. For lecture classes, an academic hour generally consists of 50 minutes of instruction.~~

~~1) Direct instructional activities may be conducted on or off campus and shall be assigned at the discretion of the President or designee for activities defined as:~~

~~i) classroom instructional hours~~

~~ii) laboratory or clinical instructional hours~~

~~2) The indirect instructionally related activities may be conducted on or off campus and shall be assigned at the discretion of the President or designee for such activities as:~~

~~i) student advisement~~

~~ii) class preparation~~

~~iii) evaluation of class project~~

~~iv) supervising programs~~

~~v) coordinating co-op training/internship programs~~

~~vi) registration~~

~~vii) job development and placement~~

~~viii) recruitment~~

~~ix) professional growth and development~~

~~x) industrial and community contacts~~

~~xi) maintenance of instructional equipment~~

~~xii) curriculum development/revision activities~~

~~xiii) accreditation activities~~

~~xiv) instructional committee activities~~

~~xv) advisory committee meetings~~

~~xvi) record keeping~~

~~xvii) student activities~~

~~xviii) other appropriate instructionally or institutionally related activities~~

~~In addition to direct instructional activities, the instructor is expected to perform other tasks that will assist the total institution in achieving its goals and purposes.~~

All Full-time instructors shall work a minimum of 40 hours each week (i.e., each established 7-day work period). The minimum working hours requirement includes authorized time-off for approved leave as well as designated State holidays. Meal periods are unpaid and shall not be considered “hours worked” for the purpose of meeting this obligation.

Instructors may be required to work additional hours, as necessary, to meet college objectives or needs of students, without further compensation.

A full-time instructor’s optimal teaching assignment will include 25 instructional hours (i.e., direct student contact instructional hours) supplemented by indirect instructional support activities each work week as required and shall be assigned by the President or his/her designee.

Direct student contact instructional activities are defined as those in a traditional or non-traditional classroom, laboratory, or clinical setting.

Authorized indirect instructional activities may include such activities as: student advisement; class preparation; evaluation of instructional-related project(s) or assignment(s); supervising program(s); registration; job development and placement activities; recruitment; professional growth and development; consultation with industrial and community representatives; maintenance of instructional equipment; curriculum design, development, and/or revision; accreditation activities; instructional committee activities, advisory committee meetings; recordkeeping; student-related activities; and, any other authorized instructional or college-related activity, such as graduation.

Adopted: September 1, 1988; Revised April 2003 (academic hour language added); October 2005

Code: 03-06-12

II. State Board Policy – Enactment of State Board Policies TO BE TABLED

Upon a motion by Mr. Rakestraw, second by Mr. Rice, the Board approved that the proposed new **State Board Policy related to the Enactment of State Board Policies** and **I. B. Statement of Equal Opportunity** be placed on the Board table for consideration for approval at the next regularly scheduled meeting of the Board.

State Board Policy – Enactment of State Board Policies

POLICY: Enactment of State Board Policies



Effective Date:

Replaces Previous Effective Date: N/A

I. **POLICY:**

It is the policy of the State Board of the Department of Technical and Adult Education to operate under the direction of State Board Policies and State Procedures. These policies and procedures provide guidance to staff in their day to day activities; ensure compliance with applicable federal and state laws; and support and fulfill the operation and mission of the Department of Technical and Adult Education and its technical colleges.

II. **APPLICABILITY:**

All work units and technical colleges associated with the Department of Technical and Adult Education.

III. **DEFINITIONS:**

- A. **Assistant Commissioner/Deputy Commissioner:** A work unit's executive manager or his designee.
- B. **State Board Policy:** A course of action or a principle that guides and determines present and future decision-making. Policy reflects the philosophy upon which the agency operates and is established by the State Board of the Department of Technical and Adult Education.
- C. **State Procedure:** A guideline for how State Board Policies are to be carried out.

IV. **ATTACHMENTS:**

ATTACHMENT 1 – State Board Policy Format

ATTACHMENT 2 – State Board Policy Approval Form

V. **PROCEDURE:**

- A. State Board Policy Development and Revision:
 - 1. New policies and revisions to old policies may originate by a request from the State Board, Commissioner, Deputy Commissioner, Assistant Commissioner, Technical College President or a recognized need for a State Board Policy among any staff members.
 - 2. State Board Policies will generally be drafted by a staff member in the work unit to which the policy applies with assistance and/or input from other work units as needed.
 - 3. Before a policy is presented to President's Council, the policy must first be reviewed by DTAE Executive Committee and approved by the applicable Assistant Commissioner/Deputy Commissioner and the Executive Director of Legal Services.
 - 4. The policy will then be presented to the Presidents Council for review and approval. This approval will be notated on the State Board Policy Approval Form by the signature of the chair of the committee that presents the policy at Presidents Council. There is no requirement that a State Policy be publicly displayed at Presidents Council for one month prior to voting.
 - 5. After the policy is reviewed and approved by the Commissioner, the policy is presented to the Audit and Compliance Committee of the State Board for their consideration.
 - 6. After the policy is approved by the Audits and Compliance Committee it will proceed to the State Board for their consideration. The State Board will publicly display the policy for one month prior to voting.
 - 7. Policies are effective upon approval by the State Board, unless otherwise noted.
- B. Archiving of State Board Policies
 - 1. The Legal Services Office shall be responsible for ensuring that State Board Policies are placed on the DTAE website in a timely manner.
 - 2. The Legal Services Office shall also keep a hard copy of each State Board Policy and subsequent revisions.
- C. All State Board Policies should be reviewed annually and revised as appropriate by the affected division or the Legal Services Office.

VI. RECORD RETENTION:

- D. Attachment 2 – State Board Policy Approval Form - Retain for 3 years in Legal Services Office

Approved State Board Policy Format

Effective Date:

Revises Previous Effective Date:

I. **POLICY:**

A broad, but brief, statement of intent concerning this procedure.

II. **APPLICABILITY:**

If a State Board Policy is applicable to all entities of the department (system wide), use the phrase: **All work units and technical colleges associated with the Department of Technical and Adult Education**. If a State Board Policy **does not** apply to all work units and/or technical colleges, define the policy's scope of coverage.

III. **DEFINITIONS:**

Include any general statements and specific explanations for words or initials that clarify the content of the State Board Policy that could be interpreted in more than one way.

IV. **ATTACHMENTS:**

A listing of titles for all enclosures that are included as part of the State Board Policy. All forms included as an attachment shall include a stated retention schedule on the form.

V. **PROCEDURE:**

The method to be used, by whom, when, where and how to be placed in operation. Statements are instructions of the sequence of events necessary for implementation.

VI. RECORD RETENTION:

If forms are included as an attachment to a State Board Policy, this section will be utilized to outline the retention schedule and disposition of the form.

STATE BOARD POLICIES

APPROVAL FORM

DATE:

TO: Legal Services Office

FROM:

RE: CREATED/REVISED/UPDATED Standard Operating Procedures

TITLE of Policy:

Authority and/or Synopsis: List the purpose for the new State Board Policy and notate any revisions on a revised policy:

Signatures Required:

Assistant/Deputy

Commissioner: _____ Date:

Legal Services Office: _____

Date: _____

Chair, _____ Committee: _____

Date: _____

Commissioner: _____

Date: _____

Passed by State Board on:

I. B. Statement of Equal Opportunity



The Department of Technical and Adult Education and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College-administered programs, **including any Workforce Investment Act of 1998 (WIA) Title I-financed programs**. It also encompasses the employment of personnel and contracting for goods and services. The Department and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Department and each Technical College shall maintain and publish a grievance procedure for addressing discrimination concerns. ([See Complaint Resolution Policy](#)) These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act **and Title I of the Workforce Investment Act of 1998**.

All job announcements published by the Department and each Technical College shall reflect at a minimum that it is an equal opportunity employer or "EOE."

Inquiries concerning the administration of this nondiscrimination policy should be addressed to any of the following offices

1) At the Central Office, inquiries should be addressed to the Director of Human Resources or other person designated by the Commissioner.

2) At a Technical College, inquiries should be addressed to the Equity Coordinator or other person designated by the President.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, [the Workforce Investment Act of 1998](#), and O.C.G.A. § 45-19-21 and other related state statutes.

Recruitment of Underrepresented Employees

The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall take affirmative action to recruit and hire qualified individuals who are members of federally designated minority groups and/or women and who are underrepresented in the workforce of the relevant hiring unit. The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall notify organizations providing employment assistance to racial minority groups, women, and/or persons with disabilities of employment vacancies and shall otherwise notify those organizations of the Department's Equal Opportunity and Affirmative Action policies. Personnel vacancies shall be filled by selecting the best qualified applicant on the basis of merit, whether the applicant is an existing employee or from outside the department.

The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall encourage employees, to refer candidates who are members of underrepresented groups for existing and future job openings.

Training and Promotion

The Commissioner, the Technical College Presidents and all others responsible for recruiting and hiring shall take affirmative action to provide training opportunities for federally-recognized minority groups and women.

Policy Dissemination

To ensure that all citizens of the state as well as all members of the Department and the Technical Colleges communities are aware of our equal opportunity and affirmative action policy, the following communication efforts shall be made:

- 1) All employment applications used by the Board shall contain a notice informing prospective employees that the Department, including its constituent Technical Colleges, is an equal opportunity/affirmative action employer.
- 2) Notices shall be posted in public places at the Department's Central Office and in the Technical College buildings, informing applicants for employment and employees that the Department is an equal opportunity/affirmative action employer and advising applicants and employees of their rights to notify an appropriate local, state, or federal agency if they believe they have been the victims of discrimination.
- 3) When utilizing media for recruitment purposes, help-wanted advertisements and other notices shall always advise that the Department, including its constituent Technical Colleges, is an equal opportunity/affirmative action employer and shall contain no indication, either explicit or implied, of a preference for one class of persons over another except when there is a bona fide occupational requirement that the position be held by a member of a particular gender or class of persons.
- 4) All applications for program enrollment shall contain a notice informing prospective students that the Board, including its constituent Technical Colleges, is an equal opportunity employer.

References

Procedure: Acquired Immunodeficiency Syndrome

Adopted: July 7, 1988

Revised: February 3, 1994, January 17, 2001, June 1, 2006

Code: 03-01-01; Code: 05-05-01

Approved

BUSINESS OPERATIONS, TECHNOLOGY, AND ADMINISTRATION

CONTRACT PURCHASE

- 1) Upon a motion by Mr. Rieck, second by Mr. Keen, the Board approved the remaining six months (until 6/30/07) of the FY2007 Inter-governmental Library agreement for **Gwinnett Technical College** with Gwinnett County Public library; annual cost not to exceed \$395,000.00.
- 2) Upon a motion by Mr. Rieck, second by Mr. Rakestraw and Ms. Burriss, the Board approved to authorize the Commissioner to pay the Board of Regents for the GALILEO fees at a cost not to exceed \$659,000.00.
- 3) Upon a motion by Mr. Rieck, second by Mr. Rakestraw and Mr. Rice, the Board approved to authorize the Commissioner to pay the Clements Group, L.C., for Fund Raising Consulting Services at a cost not to exceed \$173,700.00, plus consultant travel expense.

COMMUNITY AND PUBLIC AFFAIRS

Mr. Rice gave an update on activities in the marketing and Quick Start programs and there were no motions.

FACILITIES AND REAL ESTATE

APPROVAL OF REVOCABLE LICENSE AND NON-EXCLUSIVE EASEMENT

Sandersville Technical College – Upon a motion by Ms. Flanders, second by Ms. Purcell and Mr. Rice, the Board approved the granting of a Revocable License and a Non-Exclusive Easement to the City of Sandersville, Georgia for the installation of a sanitary sewer line at Sandersville Technical College.

APPROVAL OF REVOCABLE LICENSE AND GROUND LEASE

Albany Technical College – Upon a motion by Ms. Flanders, second by Dr. Reed, the Board approved the granting of a Revocable License and a Ground Lease to the ATC Foundation, Inc. for the renovation of the former Dougherty County Fire Station building for Albany Technical College located at the Southwest corner of the intersection of Lowe Road and Newton Road, Albany, Georgia.

APPROVAL OF CONTRACTS

- A. **Appalachian Technical College** – Upon a motion by Ms. Flanders, second by Ms. Purcell and Dr. Reed, the Board approved to authorize the Commissioner to enter into a contract with Buildrite Construction Corp., Marietta, Georgia, for Renovation of the Cosmetology Lab in the amount of \$173,000.00 for Appalachian Technical College.
- B. **DeKalb Technical College** – Upon a motion by Ms. Flanders, second by Mr. Rieck and Mr. Smith, the Board approved to authorize the Commissioner to enter into a contract with Overstreet Paving and Repair, Conyers, Georgia, for Paving of the Truck Driving Range in the amount of \$89,750.00 for DeKalb Technical College.
- C. **Flint River Technical College** – Upon a motion by Ms. Flanders, second by Ms. Purcell and Mr. Rice, the Board approved to authorize the Commissioner to enter into a contract with JMA Architecture, Inc., Perry, Georgia, for Project No. DTAE-210 Industrial Training Building in the amount of \$441,000.00 for Flint River Technical College.
- D. **Okefenokee Technical College** – Upon a motion by Ms. Flanders, second by Mr. Smith and Mr. Swearingen, the Board approved to authorize the Commissioner to enter into a contract with Ellis Ricket and Associates, Inc., Valdosta, Georgia for Project No. DTAE-140 Allied Health Building in the amount of \$559,453.00 for Okefenokee Technical College.
- E. **South Georgia Technical College** – Upon a motion by Ms. Flanders, second by Mr. Rieck, the Board approved to authorize the Commissioner to enter into a contract with James W. Buckley and Associates, Inc., Swainsboro, Georgia, for

Project No. DTAE-143 Campus Expansion, Crisp County Campus in the amount of \$237,600.00 for South Georgia Technical College.

- F. **Moultrie Technical College** – Upon a motion by Ms. Flanders, second by Ms. Purcell, the Board approved to authorize the Commissioner to enter into a contract with Barber Contracting Co., Moultrie, Georgia, for Construction of Parking Lot and Sidewalks in the amount of \$84,995.90 for Moultrie Technical College.

ANY FURTHER BUSINESS

No further business

ADJOURN

Upon a motion by Mr. Reynolds, second by Mr. Daniel the meeting adjourned at 1:55 p.m.

Belva B. Strickland
Executive Secretary
To the Board

Bbs 12/7/06