

**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION
STATE BOARD MINUTES
WESTIN SAVANNAH HARBOR HOTEL
HARBOR BALLROOM B
SAVANNAH, GEORGIA
November 2, 2006
9:00 A.M.
DRAFT**

MEMBERS PRESENT

Ben Copeland
Michael Daniel
Mary Flanders
Cedric Johnson
Ann Purcell
Tyre Rakestraw
Otis Raybon
Sandra Reed
Harold Reynolds
Allen Rice
Steve Rieck
Emerson Russell
Earl Smith
Larry Snellgrove
Carl Swearingen
Ben Tarbutton

MEMBERS ABSENT

Annie Hunt Burriss
Don Chapman
Rhubarb Jones
McGrath Keen
Jimmy Tallent

CALL TO ORDER

Pursuant to date and place stated above, Chairman Copeland called the meeting to order at 10:03 a.m. Committee of the Whole met at 9:00 a.m.

APPROVAL OF MINUTES

Upon a motion by Mr. Russell, second by Mr. Snellgrove and Mr. Smith, the Board approved the minutes of the October 5, 2006, State Board meeting.

CHAIRMAN'S REPORT

- 1) Recognized GOAL 2006 winner (Student of the Year award) Kayla Chaney from Okefenokee Technical College and Rick Perkins 2006 winner (a Computer

Information and Instructor of the year) Paul Graham from Southeastern Technical College.

- a) Upon a motion by Ms. Flanders, second by Mr. Johnson, the Board approved to honor Ms. Chaney's accomplishments as the state GOAL winner through a resolution commending her efforts on behalf of technical education.
- b) Upon a motion by Mr. Rice, second by Mr. Rieck, the Board approved to honor Mr. Graham's accomplishments as the state Rick Perkins award winner through a resolution commending his efforts on behalf of technical education.
- 2) Taste of Technical College for all counselors will be at the Savannah Hyatt on Sunday evening, November 5. The counselors and high school coaches have been invited to get acquainted with the Georgia technical system and over 800 people are expected.
- 3) Next Board meeting is December 7th and will be held at Quick Start. Information will follow.

COMMISSIONER'S REPORT

- 1) Highlighted Chairman Copeland's announcement regarding the Taste of Technical College at the Savannah Hyatt and stated that Kathy Cox, State School Superintendent has been instrumental in getting high school coaches connected with the technical college system.
- 2) Dick Yarborough with Georgia Trend magazine will be writing a significant article in Georgia Trend in the January issue on the Technical College System of Georgia.
- 3) Enrollment Decline. There is a silver lining in all this as we are seeing all of our schools rebounding. A shift is beginning in the strategic industries, and the Presidents helped set up this program about a year or so ago when they set in motion a new policy in terms of tuition. Tuition was increased substantially with a commitment to the Governor that we would retain a constant tuition for a two year period and that fee has brought in \$12 million of new funding for the system. These strategic industries include an increase in health programs with an increase in students more than 2 years ago. Also for the first time there is an increase in full-time faculty, especially in the strategic industries.
- 4) Legislative priorities - \$40 million initiatives
 - 1) Adult Literacy
 - 2) Operations cost in the system
 - 3) Increase number of Full-Time Faculty
 - 4) Continue Stay in School Funding

- 5) Governor's initiative on Charter Technical High Schools
- 6) Fast Track Nursing Program
- 7) Bridge to Success - GED transition program

5) Presidential Searches - Ogeechee Tech - Final three candidates have been chosen and are in their final interviews and a recommendation for Ogeechee Tech will be brought to the Board in December. There are three other active presidential searches, and these should be ready for the Board in the very near future.

COMMITTEE REPORTS

ACADEMIC STANDARDS AND PROGRAMS

I. Local Board Appointments/Re-Appointments

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

A. Augusta Technical College (appointment)

Janie Peel, Columbia County (expiration June 30, 2009)

Alana Burke, Lincoln County (expiration June 30, 2007)

B. Coosa Valley Technical College (appointment)

Mary Sib Mooney Banks, Floyd County (expiration June 30, 2009)

C. Gwinnett Technical College (appointment)

Doug Meyer, Gwinnett County (expiration June 30, 2009)

II. Placement of Local Board Member Appointment on Board Table

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

A. West Central Technical College (appointment)

Daniel Jackson, Carroll County (expiration June 30, 2009)

III. Revised Mission Statement

Upon a motion by Mr. Rieck, second by Ms. Purcell, the Board approved the proposed revised mission statement for Heart of Georgia Technical College as presented below.

Current mission statement:

The mission of Heart of Georgia Technical College is to provide economic and workforce development through guaranteed technical and adult education and the services necessary for individuals to achieve their goals.

Revised mission statement:

The mission of Heart of Georgia Technical College is to contribute to economic and workforce development through guaranteed technical and adult education and the services necessary for individuals to achieve their goals

IV. Approval of Program Standards and Revisions

Upon a motion by Mr. Rieck, second by Ms. Purcell, the Board approved that the proposed consolidated technical certificates of credit in the program area of **Air Conditioning Technology** as recommended by the Presidents Council be approved. Institutions may implement the consolidated technical certificates of credit immediately and must implement them and terminate the technical certificates of credit they replace by Fall Quarter 2007.

V. Approval of Program Standards and Revisions

Upon a motion by Mr. Rieck, second by Ms. Purcell and Mr. Swearingen, the Board approved that the proposed revisions to the Program Standards in **Cabinetmaking, Carpentry, Construction Management, Masonry, Plumbing, and Certified Construction Worker** as recommended by the Presidents Council be approved. Institutions may implement the revisions immediately and must implement them by Fall Quarter 2007.

VI. Approval of Program Standards and Revisions

Upon a motion by Mr. Rieck, second by Ms. Purcell, the Board approved that the proposed revisions to the Program Standards in **Criminal Justice Technology** as recommended by the Presidents Council be approved. Institutions may implement the revisions immediately and must implement them by Fall Quarter 2007.

VII. Approval of Diplomas and 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 effective the quarter specified for each request. Any fiscal requirements to begin these programs must be approved through the standard budget approval process.

Central Georgia Technical College

(Macon campus) AAS degree program in Geographic Information Systems Technology effective Winter Quarter, 2007.

Gwinnett Technical College

(Main campus) AAS degree and diploma program in Computer Simulation/Game Developer effective Spring Quarter, 2007.

Heart of Georgia Technical College

(Main, Little Ocmulgee campuses) Diploma program in Drafting Technology effective Winter Quarter, 2007.

Lanier Technical College

(Oakwood campus) Diploma program in CNC Technology effective Winter Quarter, 2007.

(Forsyth campus) AAS degree program in Environmental Horticulture effective Winter Quarter, 2007.

Ogeechee Technical College

(Main campus) Diploma program in Construction Management effective Winter Quarter, 2007.

(Main campus) Diploma program in Construction Office Administration effective Winter Quarter, 2007.

(Main campus) Diploma program in Industrial Electrical Technology effective Winter Quarter, 2007.

Savannah Technical College

(Main, Liberty County campuses) Diploma program in Computer Information Systems - Networking Specialist effective Winter Quarter, 2007.

Valdosta Technical College

(Cook County Workforce Development Center) Diploma program in Cosmetology effective Winter Quarter, 2007.

VIII. Motion (Approval of Technical Certificates of Credit):

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

Augusta Technical College

(Augusta campus)

Hospitality Customer Service Provider effective Spring Quarter, 2007.

Coosa Valley Technical College

(Gordon County, Polk County campuses)

Early Childhood Exceptionalities effective Winter Quarter, 2007.

Family Child Care Provider effective Winter Quarter, 2007.

Infant and Toddler Child Care Specialist effective Winter Quarter, 2007.

DeKalb Technical College

(Main, Covington-Newton campuses)

Electrical Lineworker Apprentice effective Winter Quarter, 2007.

Hospitality Customer Service Provider effective Winter Quarter, 2007.

East Central Technical College

(Coffee County campus)

Electro-Mechanical Technician effective Winter Quarter, 2007.

Industrial Fluid Technician effective Winter Quarter, 2007.

Programmable Control Technician I effective Winter Quarter, 2007.

Griffin Technical College

(Main campus)

Direct Support Professional effective Winter Quarter, 2007.

Gwinnett Technical College

(Main campus)

Computer Simulation/Game Developer effective Spring Quarter, 2007.

Heart of Georgia Technical College

(Main, Little Ocmulgee campuses)

Car Audio System Installer effective Winter Quarter, 2007.

Commercial Straight Truck and Passenger Driving effective Winter Quarter, 2007.

Engineering and Construction Graphics and Modeling effective Spring Quarter, 2007.

Lanier Technical College

(Forsyth campus)

Commercial Pesticide Applicator effective Winter Quarter, 2007.

Environmental Horticulture Technician effective Winter Quarter, 2007.

Floral Designer effective Winter Quarter, 2007.

Garden Center Technician effective Winter Quarter, 2007.
Landscape Specialist effective Winter Quarter, 2007.
Lawn Maintenance Specialist effective Winter Quarter, 2007.
(Jackson County campus)
Medical Transcription effective Winter Quarter, 2007.
Microsoft Office Specialist Core effective Spring Quarter, 2007.
Microsoft Office Specialist Expert effective Spring Quarter, 2007.
Microsoft Office Specialist Master effective Spring Quarter, 2007.

Moultrie Technical College

(Turner, Sumner campuses)
Arc Welding effective Winter Quarter, 2007.

Ogeechee Technical College

(Main campus)
Air Conditioning Electrical Technician effective Winter Quarter, 2007.

Savannah Technical College

(Main campus)
Industrial Production Line and Basic Mechanics Operator effective Winter Quarter, 2007.
Photovoltaic Systems Installation and Repair Technician effective Winter Quarter, 2007.
Warehouse and Shipping Operator effective Winter Quarter, 2007.

Southeastern Technical College

(Main campus)
Car Audio System Installer effective Winter Quarter, 2007.
(Main, Glennville campuses)
Wildlife Law Enforcement effective Winter Quarter, 2007.

Swainsboro Technical College

(Main campus)
Commercial Wiring effective Winter Quarter, 2007.
Electrical Contracting Technician effective Winter Quarter, 2007.
Electrical Systems Assistant effective Winter Quarter, 2007.
Residential Wiring Technician effective Winter Quarter, 2007.
Timber Harvesting and Heavy Equipment effective Winter Quarter, 2007.

West Georgia Technical College

(Main campus)
Basic Machine Tool Technician effective Winter Quarter, 2007.

IX. Program Terminations

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

Diploma and Degree Programs

Clayton State University

(Main campus) – effective Summer Semester, 2009.

Drafting and Design Technology, Degree

Technical Certificates of Credit

Clayton State University

(Main campus) – effective Summer Semester, 2009.

Drafting Specialist

Lanier Technical College

(Forsyth, Winder-Barrow campuses) – effective Winter Quarter, 2007.

Child Development Associate I

(Forsyth campus) – effective Winter Quarter, 2007.

Basic Printing Technician

Telecommunications Service Technician

Emergency Medical Technology (Basic)

(Winder-Barrow campus) – effective Winter Quarter, 2007.

Gas Tungsten Arc Welding

Shielded Metal Arc Welding

Sandersville Technical College

(Hancock County Center) – effective Winter Quarter, 2007.

Nail Technician

Industrial Electricity and Wiring Assistant

X. Rescinding Program Approval

Upon a motion by Mr. Rieck, second by Mr. Russell, the Board approved that the approval of Ogeechee Technical College to offer the AAS degree program in Dental Hygiene be rescinded immediately. Board member Ann Purcell abstained.

ADULT LITERACY

Update on Adult Literacy and no motions.

AUDIT AND COMPLIANCE

State Board Policy III. R. Instructional Staff Work Assignments

1) Upon a motion by Mr. Rakestraw, second by Ms. Flanders, the Board approved that the proposed revisions to **State Board Policy III. R. Instructional Staff Work Assignments**, be placed on the Board table for consideration for approval at the next regularly scheduled meeting of the Board.

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

BUSINESS OPERATIONS, TECHNOLOGY, AND ADMINISTRATION

Expenditure Requests:

1) Upon a motion by Mr. Rice, second by Mr. Rieck, the Board approved that the State Board of Technical and Adult Education authorize the Commissioner to pay the Blackboard License and Hosting fees at a cost not to exceed \$495,000.00.

State funds are available for this expenditure.

2) Upon a motion by Mr. Rice, second by Mr. Rakestraw, the Board approved that the State Board of Technical and Adult Education authorize the Commissioner to pay Blackboard Inc for the upgrade of hosting facilities at a cost not to exceed \$188,460.00.

State funds are available for this expenditure.

COMMUNITY AND PUBLIC AFFAIRS

Update on marketing and economic development activities and no motions.

FACILITIES AND REAL ESTATE

APPROVAL OF INTERGOVERNMENTAL AGREEMENT

1) Upon a motion by Ms. Flanders, second by Mr. Rakestraw and Mr. Russell, the Board approved to authorize the execution of an intergovernmental agreement with the City of Acworth, Georgia, in the amount of \$342,557.50 for paving of Parking Lot “E” on **North Metro Technical College** unpaved parking lot at its Horticulture Building, and which paving includes the installation of curb and gutters, drainage structures, and striping of the lot. *The contract amount will be paid from MRR bond funds.*

APPROVAL OF CONTRACT

1) Upon a motion by Ms. Flanders, second by Mr. Johnson and Ms. Purcell, the Board approved to authorize the Commissioner to enter into a contract with Presley, Inc., Snellville, Georgia, for HVAC Upgrades, Boiler and Cooling Tower Replacement at Gwinnett Technical College. The amount of the contract is \$321,000.00. *Funding for this project is from MRR bond funds.*

2) Upon a motion by Ms. Flanders, second by Mr. Swearingen, the Board approved to authorize the Commissioner to enter into a contract with Spectrum Building Systems, Inc., Gainesville, Georgia, for the purchase of a modular classroom building measuring 36’ x 60’, containing 2,160 sq. ft., for East Central Technical College at a purchase price of \$92,633.00. *Funds for the purchase of this building will come from a USDA grant.*

ANY FURTHER BUSINESS

Ms. Purcell announced the next Education Liaison meeting will be Tuesday, November 14, in DTAE State Board Room on the 4th Floor.

ADJOURN

Upon a motion by Mr. Russell, second by Mr. Rakestraw the meeting adjourned at 10:40 a.m.

Belva B. Strickland
Executive Secretary to the State Board

Brenda Wise
Executive Assistant to the
Commissioner

bbs/11.02.06