

**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION  
STATE BOARD MINUTES  
1800 Century Place, NE , Suite 400  
Atlanta, GA**

**June 7, 2007**

**1:00 P.M.**

**MEMBERS PRESENT**

Dean Alford  
Annie Hunt Burriss  
Don Chapman  
Ben Copeland  
Mary Flanders  
Lee Lee James  
Cedric Johnson  
McGrath Keen  
Otis Raybon  
Allen Rice  
Earl Smith  
Larry Snellgrove  
Michael Sullivan  
Carl Swearingen  
Jimmy Tallent

**MEMBERS ABSENT**

Michael Daniel  
Ann Purcell  
Sandra Reed  
Emerson Russell  
Ben Tarbutton

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Upon a motion by Mr. Chapman, second by Mr. Smith, the Board approved the May 3, 2007, State Board Minutes.

**COMMISSIONER'S REPORT**

Commissioner Jackson attained a motion of a request from Albany Technical College to name the former Albany Fire Station # 5 located at the intersection of Lowe and Newton Roads in Albany, Georgia, the **Charles B. Gillespie, MD Center for Emergency Responders**. Consistent with DTAE policy, a committee was charged with the task of

recommending a name and this recommendation was endorsed by the local board of directors at their May 16, 2007 meeting.

Upon a motion by Ms. Flanders, second by Mr. Rice, the Board approved the naming of the former Albany Fire Station # 5 located at the intersection of Lowe and Newton Roads in Albany, Georgia, the Charles B. Gillespie, MD Center for Emergency Responders.

- **Budget Update**
  - FY08 and Amended FY07 Budgets
  - Funding for May and June Adult Literacy Program
  - Support for Tuition Increase
  
- **Office of Technical Education**
  - Quarter to Semester Conversion Study underway
  - New Connections to Work Program
  - Fatherhood Program
  - DHR has asked us to submit a 90 day extension on the current contract to better provide a seamless transition to 4,000 participants
  - Jim Nardone – New Executive Director of Student Services (**Ask Freida to introduce**)
  
- **Career Academies**
  - Appropriations in FY08 Budget
  - \$1.5M in operating costs
  - \$15M in bonds
  - Career Academies Committee developed proposed criteria and rubrics for awards meeting national standards
  - Review of Criteria – (**Ask Freida to review SGA document & rubrics**)
  - State Board Selection committee will be established to review RFP and staff recommendations in August

**Discussion: Mr. Chapman's commented haste was not the main concern, that DTAE desperately needed to take time and to make sure a strong plan was in place before this program was started and everyone agreed. Response from Commissioner was that he agreed but felt this was a very doable plan and worth doing, but it must be done right. He stated he did not want to work on this for 4 or 5 months due to the time line. He felt it was worth the investment for the state of Georgia.**

**Upon a motion by Ms. Burriss, second by Mr. Smith, the Board approved to authorize the Commissioner, working in concert with the Board Chairman and the appropriate committee, to finalize the criteria and request for the proposal process and implementation timelines and procedures for the career academies as proposed in legislation and funding provided in the FY08 DTAE budget as signed by Governor Perdue.**

- **Security Analysis**
  - Conducted security analysis of technical colleges in December 2006
  - Shared Executive Summary of the analysis with Board members

- Safety survey results are in and in the process of being analyzed
  - Develop a uniform plan
  - Developed a college safety/security request profile aggregated in categories to be used in the budget development when looking at campus safety needs
  - Conduct a cost analysis and identify financial implications
- **Presidential Searches Update**
    - Annual Presidential Evaluations completed during the month of May!
- **GOAL**
    - Keldrique Lofton – Industrial Systems Technology Student from Albany Tech selected GOAL winner; 18 yr old, 1<sup>st</sup> yr student w/3.85 GPA
    - Graduated in the top ten of his class at Monroe High School in 2006 SE Chevrolet Dealers Assn donated a new Chevrolet; special thanks to Chuck Hipp, Chevrolet Car Marketing Manager for the SE Region

### **CHAIRMAN'S REPORT**

1. Reported the meeting with the Governor on Friday, May 18, was very interesting. It was very positive and the Governor mainly wanted the Board to understand his budget intentions. The members reported to Governor that the Board was on his team and he recognizes the Technical College System as an entrepreneur system and that he is expecting this Board to provide leadership in the future for the Technical College System.
2. There will not be a July Board meeting, next meeting is August 2, 2007 in Atlanta.

### **COMMITTEE REPORTS**

#### **ACADEMIC STANDARDS AND PROGRAMS**

##### **I. Local Board Appointments/Re-Appointments**

Upon a motion by Mr. Keen, second by Mr. Snellgrove and Mr. Chapman, 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. **Albany Technical College** (re-appointments)
  - Karla Heath-Sands, Dougherty County (expiration June 30, 2010)
  - Colonel Kevin McCutcheon, Dougherty County (expiration June 30, 2010)

Jay Smith, Lee County (expiration June 30, 2010)

- B. **Appalachian Technical College** (re-appointments)  
John Chastain, Fannin County (expiration June 30, 2010)  
Roger Futch, Gilmer County (expiration June 30, 2010)  
Steve Holcomb, Cherokee County (expiration June 30, 2010)  
Rick Jasperse, Pickens County (expiration June 30, 2010)  
Mark Whitfield, Pickens County (expiration June 30, 2010)
  
- C. **Central Georgia Technical College** (re-appointments)  
Lance Randall, Bibb County (expiration June 30, 2010)  
Terry Smith, Bibb County (expiration June 30, 2010)
  
- D. **Chattahoochee Technical College** (appointments)  
David Connell, Cobb County (expiration June 30, 2010)  
Tyre Louis Rakestraw, Paulding County (expiration June 30, 2010)
  
- E. **Coosa Valley Technical College** (re-appointments)  
Robert L. Berry, Floyd County (expiration June 30, 2010)  
Carl Herring, MD, Floyd County (expiration June 30, 2010)
  
- F. **DeKalb Technical College** (re-appointments)  
Sandra Font, DeKalb County (expiration June 30, 2010)  
Jack L. Manning, Jr., DeKalb County (expiration June 30, 2010)  
Santiago Marquez, DeKalb County (expiration June 30, 2010)  
Cory Thompson, DeKalb County (expiration June 30, 2010)
  
- G. **East Central Technical College** (appointment/re-appointments)  
Edward L. Hoggs, Ben Hill County (expiration June 30, 2008)  
Randy Crenshaw, Irwin County (expiration June 30, 2010)  
James T. Lee, Wilcox County (expiration June 30, 2010)
  
- H. **Flint River Technical College** (re-appointment)  
Barbara Tyson, Upson County (expiration June 30, 2010)
  
- I. **Griffin Technical College** (re-appointment)  
Michael Brewer, Butts County (expiration June 30, 2010)
  
- J. **Gwinnett Technical College** (re-appointment)  
Nancy Quan-Sellers, Gwinnett County (expiration June 30, 2010)
  
- K. **Lanier Technical College** (re-appointments)  
Henry Davis, Lumpkin County (expiration June 30, 2010)  
David Kimbrell, Hall County (expiration June 30, 2010)  
Steve Schingler, Jackson County (expiration June 30, 2010)  
Roger Slaton, Dawson County (expiration June 30, 2010)

- L.        **Middle Georgia Technical College** (appointment)  
John Way, Pulaski County (expiration June 30, 2010)
  
- M.        **Moultrie Technical College** (appointments/re-appointments)  
Lawton Bassett, III, Tift County (expiration June 30, 2010)  
T. Brinson Brock, Sr., Turner County, appointment (expiration June 30,  
2010)  
Dawn Johns, Colquitt County, appointment (expiration June 30, 2008)  
Will Vereen, Colquitt County (expiration June 30, 2010)
  
- N.        **North Georgia Technical College** (re-appointments)  
Jeff Gooch, White County (expiration June 30, 2010)  
Jeff Patterson, Union County (expiration June 30, 2010)
  
- O.        **North Metro Technical College** (re-appointment)  
Melinda Lemmon, Bartow County (expiration June 30, 2010)
  
- P.        **Northwestern Technical College** (re-appointment)  
Kathy B. Johnson, Walker County (expiration June 30, 2010)
  
- Q.        **Northwestern Technical College** (re-appointment)  
Robert Hitchcox, Catoosa County (expiration June 30, 2010)
  
- R.        **Ogeechee Technical College** (re-appointments)  
Dr. Dale Grant, Bulloch County (expiration June 30, 2010)  
Rosalind Ivey, Evans County (expiration June 30, 2010)
  
- S.        **Okefenokee Technical College** (re-appointments)  
Phillip Cook, Clinch County (expiration June 30, 2010)  
Troy Mattox, Pierce County (expiration June 30, 2010)  
Gary Strickland, Brantly County (June 30, 2010)
  
- T.        **Sandersville Technical College** (re-appointments)  
Joe Gore, Jefferson County (expiration June 30, 2010)  
Chris Irwin, Washington County (expiration June 30, 2010)  
Della Smith, Hancock County (expiration June 30, 2010)
  
- U.        **South Georgia Technical College** (re-appointment)  
Richard McCorkle, Marion County (expiration June 30, 2010)
  
- V.        **Southeastern Technical College** (re-appointments)  
Lisa Adams, Toombs County (expiration June 30, 2010)  
Pollyann F. Martin, Toombs County (expiration June 30, 2010)
  
- W.        **Southwest Georgia Technical College** (appointment)  
Zack Wheeler, Thomas County (expiration June 30, 2010)

- X.           **Swainsboro Technical College** (re-appointment)  
Kenneth Griffin, Emanuel County (expiration June 30, 2010)  
Erma Jenkins, Emanuel County (expiration June 30, 2010)
  
- Y.           **Valdosta Technical College** (appointment/re-appointments)  
Carolyn Eager, Lowndes County (expiration June 30, 2010)  
Terri Lupo, Lowndes County, appointment (expiration June 30, 2010)  
Franklin Patten, Lanier County (expiration June 30, 2010)
  
- Z.           **West Central Technical College** (reappointments)  
Robert Reynolds, Douglas County (expiration June 30, 2010)  
Janice Thompson, Douglas County (expiration June 30, 2010)
  
- A1.          **West Georgia Technical College** (reappointments)  
Matthew Avant, Troup County (expiration June 30, 2010)  
Wayne Livingston, Troup County (expiration June 30, 2010)  
Rev. Bob Patterson, Meriweather County (expiration June 30, 2010)

**II. Placement of Local Board Member Appointment/Reappointment on Board Table**

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

- A.           **Athens Technical College (re-appointment)**  
Bill Cabaniss, Oglethorpe County (re-appointment)  
Frank Christa, Oconee County (expiration June 30, 2010)
  
- B.           **Augusta Technical College (re-appointment)**  
Tommie Aaron, Richmond County (expiration June 30, 2010)  
Alana Burke, Lincoln County (expiration June 30, 2010)
  
- C.           **Griffin Technical College (appointments)**  
Sherri Moody, Pike County (expiration June 30, 2010)  
James L. Ogletree, Spalding County (expiration June 30, 2010)
  
- D.           **Middle Georgia Technical College (re-appointment)**  
Michael O’Hara, Houston County (expiration June 30, 2010)
  
- E.           **Ogeechee Technical College (appointment)**  
Emelyn T. Hunter, Screven County (expiration June 30, 2010)
  
- F.           **Southeastern Technical College (appointment)**  
Charlton Rogers, Tattnall County (expiration June 30, 2010)

- G. Swainsboro Technical College (appointment)**  
Jennie Wren Denmark, Emanuel County (expiration June 30, 2010)

### **III. Approval of Diplomas and Degrees**

Upon a motion by Mr. Keen, second by Mr. Chapman, the Board approved that the college requests listed below to offer diploma and degree programs effective the quarter specified for each request with the exception of **(1) North Metro Technical College (Main Campus) Degree program in Criminal Justice Technology Diploma; (2) North Metro Technical College (Main Campus) Diploma Program in Criminal Justice Technology which were not approved.** Any fiscal requirements to begin these approved programs must be approved through the standard budget approval process.

**Atlanta Technical College -(Main Campus) Diploma** program in Health Information Technology effective Summer 2007

**Augusta Technical College -(Thomson-McDuffie Campus) Diploma** program in Aviation Maintenance Technology effective Summer 2007

**East Central Technical College -(Coffee County Campus) Diploma** program in Convergent Telecommunications Technology effective Fall 2007

**East Central Technical College -(Coffee County Campus) Degree** program in Early Childhood Care and Education effective Fall 2007

**East Central Technical College -(Coffee County Campus) Diploma** program in Early Childhood Care and Education effective Fall 2007

**East Central Technical College -(Main Campus) Diploma** program in Fire Science Technology effective Winter 2008

**East Central Technical College -(Coffee County Campus Main Campus) Degree** program in Gaming Technology effective Fall 2007

**East Central Technical College -(Coffee County Campus Main Campus) Diploma** program in Gaming Technology effective Fall 2007

**East Central Technical College -(Coffee County Campus) Diploma** program in Industrial Electrical Technology effective Fall 2007

**Middle Georgia Technical College -(Main Campus) Degree** program in Criminal Justice Technology effective Summer 2007

**Middle Georgia Technical College -(Main Campus) Diploma** program in Criminal Justice Technology effective Summer 2007

**North Georgia Technical College -(Blairsville Campus, Clarkesville Campus, Currahee Campus) Diploma** program in Banking and Finance effective Winter 2008

~~**North Metro Technical College -(Main Campus) Degree** program in Criminal Justice Technology Degree effective Summer 2007~~

~~**North Metro Technical College -(Main Campus) Diploma** program in Criminal Justice Technology Diploma effective Summer 2007~~

**North Metro Technical College -(Main Campus) Degree** program in EHO - Parks and Recreation Management Specialization effective Summer 2007

**North Metro Technical College -(Main Campus) Diploma** program in EHO-Parks and Recreation Management Specialization effective Summer 2007

**Northwestern Technical College -(Main Campus) Diploma** program in Pharmacy Technology effective Fall 2007

**West Central Technical College -(Murphy Campus) Degree** program in Respiratory Care Technology effective Fall 2007

**West Georgia Technical College -(Main Campus) Degree** program in Technical Studies - AAS effective Summer 2007

#### **IV. Approval of Technical Certificates of Credit**

Upon a motion by Mr. Keen, second by Mr. Chapman, the Board approved that the college requests listed below to offer technical certificates of credit effective the quarter specified for each request with **exception of North Metro Technology College (Main Campus) TCC Program Law Enforcement Specialist which were not approved. Middle Georgia Technical College,(Main Campus), Law Enforcement Specialist effective Summer 2007** was a “walk on” that was approved and not on the agenda

#### **Albany Technical College (Main Campus)**

Landscape Design Technician effective Fall 2007.  
CAD Drafting Technology effective Fall 2007.

**Atlanta Technical College**

**(Main Campus)**

Ornamental Iron Fabricator effective Summer 2007.

**DeKalb Technical College**

**(Clarkston Campus)**

Cosmetic Esthetician effective Fall 2007.

Financial and Investment Services effective Summer 2007.

Home Technology Integration Specialist effective Fall 2007.

Nail Technician effective Fall 2007.Home

Oxyfuel Technician effective Summer 2007.

Ornamental Iron Fabricator effective Summer 2007.

Pipe Welder, TCC effective Summer 2007.

**(Covington-Newton Campus)**

Cosmetic Esthetician effective Fall 2007.

Financial and Investment Services effective Summer 2007.

Nail Technician effective Fall 2007.

**East Central Technical College**

**(Main Campus)**

Information Security Specialist effective Summer 2007.

Storage Area Network Technician effective Summer 2007.

General Construction Assistant effective Summer 2007.

GIS Internet Mapping Specialist effective Summer 2007.

GIS Programming Specialist effective Summer 2007.

Introduction to Law Enforcement effective Summer 2007.

Electrical Maintenance Technician effective Fall 2007.

Diesel Truck Maintenance Technician effective Fall 2007.

Diesel Engine Service Technician effective Fall 2007.

**(Coffee County Campus)**

Information Security Specialist effective Summer 2007.

Storage Area Network Technician effective Summer 2007.

General Construction Assistant effective Summer 2007.

GIS Internet Mapping Specialist effective Summer 2007.

GIS Programming Specialist effective Summer 2007.

Introduction to Law Enforcement effective Summer 2007.

Electrical Maintenance Technician effective Fall 2007.

Diesel Truck Maintenance Technician effective Fall 2007.

Diesel Engine Service Technician effective Fall 2007.

**Heart of Georgia Technical College**

**(Main Campus)**

~~CATIA Design Specialist effective Summer 2007.~~

**Lanier Technical College**

**(Forsyth Campus)**

Health Unit Coordinator effective Fall 2007.

**(Jackson County Campus)**

Health Unit Coordinator effective Fall 2007.

**(Main Campus)**

Health Unit Coordinator effective Fall 2007.

**(Add on approval and not on agenda)**

**Middle Georgia Technical College**

**(Main Campus)**

Law Enforcement Specialist effective Summer 2007.

**Moultrie Technical College**

**(Tifton Campus)**

Central Sterile Technician effective Summer 2007.

**North Georgia Technical College**

**(Blairsville Campus)**

Digital Photographer effective Fall 2007.

**(Currahee Campus)**

Certified Nurse Assistant effective Fall 2007.

Digital Photographer effective Fall 2007.

**(Clarkesville Campus)**

Digital Photographer effective Fall 2007.

**North Metro Technical College**

**(Main Campus)**

Parks and Recreation Technician TCC effective Summer 2007.

Industrial Electrician TCC effective Summer 2007.

Process Control Technician I TCC effective Summer 2007.

Process Control Technician II TCC effective Summer 2007.

~~Law Enforcement Specialist TCC effective Summer 2007.~~

**West Central Technical College**

**(Douglas Campus)**

Shampoo Technician effective Fall 2007.

**(Coweta (CEC) Campus)**

Shampoo Technician effective Fall 2007.

**(Carroll Campus)**

Shampoo Technician effective Fall 2007.

**West Georgia Technical College**

**(Main Campus)**

Bookkeeping Specialist effective Summer 2007.

Cosmetic Esthetician effective Summer 2007.

## V. Program Terminations

Upon a motion by Mr. Keen, second by Ms. Burriss, the Board approved that the that the college requests listed below to terminate diploma, degree, and technical certificate of credit programs be approved effective as stated for each program.

### Diploma and Degree Programs

#### **Albany Technical College**

Main Campus

Machine Tool Technology

#### **Altamaha Technical College**

Hazlehurst Annex

Computer Programming CIP3

Hazlehurst Annex

Computer Programming CIP4

Hazlehurst Annex

Electronics Fundamentals

Hazlehurst Annex

Networking Specialist

Hazlehurst Annex

Processing Manufacturing Technology

Main Campus

Database Specialist

Main Campus

Internet Specialist-E-Commerce

Baxley Campus

Electrical Construction and

Maintenance

Baxley Campus

Paramedic Technology

#### **Augusta Technical College**

Main Campus

Computer Networking Technology

#### **Central Georgia Technical**

Main Campus

College E-Commerce Web Programming

Main Campus

Environmental Horticulture

Milledgeville Campus

CISCO Networking

#### **East Central Technical College**

Coffee County Campus

Internet Specialist-Web Site Design

#### **Griffin Technical College**

Main Campus

Diagnostic Medical Sonography

#### **Heart of Georgia Technical College**

Ocmulgee Campus

CIS - Networking

Ocmulgee Campus

Health Information Technology

Ocmulgee Campus

Industrial Systems Technology

Ocmulgee Campus

Management/Supervisory Dev. MS02

Ocmulgee Campus

Management/Supervisory Dev. MS03

Ocmulgee Campus

Paramedic Technology

Ocmulgee Campus

Marketing Management MM02

Ocmulgee Campus

Marketing Management MM03

**Lanier Technical College**

Forsyth Campus  
EBA3  
Forsyth Campus  
EBA4

e-Business Application Development  
e-Business Application Development

**Middle Georgia Technical College**

Main Campus

Database Specialist

**North Georgia Technical College**

Main Campus

Printing and Graphics Technology

**Ogeechee Technical College**

~~Main Campus~~

~~Machine Tool Technology~~

Technical Certificates of Credit

**Albany Technical College**

Main Campus  
Main Campus

Health Care Assistant  
Lathe Operations

**Altamaha Technical College**

Hazlehurst Annex

Emergency Medical Tech. Intermediate

**Appalachian Technical College**

Epworth Campus  
Specialist

Certified Customer Service

**Athens Technical College**

Elbert Campus  
Elbert Campus  
Elbert Campus  
Main Campus  
Main Campus  
Main Campus  
Main Campus

Industrial Fluid Power Technician  
Industrial Mechanical Technician  
Monument Drafter  
Advanced Mechanical Specialist  
CISCO Technician  
Infant/Toddler Child Care Specialist  
Microsoft Applications Specialist

**Atlanta Technical College**

Main Campus  
Main Campus  
Main Campus  
Main Campus  
Main Campus

Fiber Optics Technician  
Light Commercial Air Cond. Specialization  
Nail Technician  
Personal Computer Internet Applications  
Telecommunications Service & Electronics



Jones County Center  
Jones County Center  
Jones County Center  
Milledgeville Campus  
Milledgeville Campus

Industrial Systems Mechanic  
Oracle Database Administrator  
Web Site Administrator  
Certified Customer Service Specialist  
Correctional Officer Specialist

**Columbus Technical College**

Main Campus

Automotive Logistics

**Coosa Valley Technical College**

Gordon County Campus  
Gordon County Campus  
Gordon County Campus  
Gordon County Campus  
Gordon County Campus  
Polk County Campus

Advanced Mechanical Specialist  
Architectural Drafting Specialist  
CAD Operator  
Security System Installer  
Web Site Design Specialist  
Web Site Design Associate

**DeKalb Technical College**

Clarkston Campus  
Covington-Newton Campus

CISCO CCNP Specialist  
Heavy Equipment Operator

**East Central Technical College**

Coffee County Campus  
Coffee County Campus  
Coffee County Campus  
Main Campus  
Main Campus  
Main Campus

Certified Manufacturing Specialist  
Direct Support Professional  
Income Tax Preparation  
Certified Manufacturing Specialist  
Multimedia Specialist  
Supervisory Specialist

**Flint River Technical College**

Main Campus  
Main Campus

CISCO Specialist  
Real Time Captioning

**Georgia Aviation Technical College**

Main Campus  
Main Campus

Advanced Aircraft Sheet Metal  
Aviation Service Center Line Technician

**Griffin Technical College**

Griffin Campus  
Griffin Campus  
Griffin Campus  
Griffin Campus  
Management

Advanced Mechanical Specialist  
Crime Scene Investigation  
Industrial Motor Control Technician  
Urban and Structural Pest

**Heart of Georgia Technical College**

Ocmulgee  
Technician  
Ocmulgee  
Ocmulgee  
Assistant  
Ocmulgee  
Detailing Technician  
Ocmulgee  
Passenger Driving  
Ocmulgee  
Ocmulgee  
Ocmulgee  
Ocmulgee  
Ocmulgee  
Ocmulgee  
Ocmulgee

Air Conditioning Electrical  
Air Conditioning Repair Specialist  
Air Conditioning Technician  
Automotive Basic Maintenance &  
Commercial Straight Truck &  
Culinary Nutrition Assistant  
Culinary Nutrition Manager  
Electronics Technician Assistant  
Ornamental Iron Fabrication  
Pipe Welding Specialist  
Word Processing Assistant  
Teller Cashier

**Lanier Technical College**

Main Campus  
Main Campus  
Main Campus  
Forsyth Campus

CISCO Network Professional  
Dental Infection Control Specialist  
MOUS Specialist  
Industrial Mechanical Technician

**Middle Georgia Technical College**

Main Campus

Robotics Technician

**Moultrie Technical College**

Turner Campus  
Main Campus  
Main Campus  
Tifton Campus

Book Keeping Specialist  
Industrial Programmable Control Systems  
Ornamental Iron Fabricator  
Computer Applications Specialist

**North Georgia Technical College**

Blairsville Campus  
Blairsville Campus  
Blairsville Campus  
Blairsville Campus

Basic Auto Maintenance and Detailing  
Certified Manufacturing Specialist  
Web Site Fundamentals  
Motorcycle Repair Technician

**Ogeechee Technical College**

~~Main Campus~~

~~Basic Machining~~

**Okefenokee Technical College**

Main Campus  
Alma Ed Center  
Specialist

Family Service Technician  
Certified Customer Service

**Sandersville Technical College**

Main Campus  
 Main Campus  
 Jefferson County Center  
 Spec  
 Hancock County Center  
 Hancock County Center

Emergency Medical Technology (Basic)  
 Linux Specialist  
 Certified Warehousing and Distribution  
  
 Certified Customer Service Specialist  
 Commercial Truck Driving

**Savannah Technical College**

Liberty County Campus  
 Controls  
 Liberty County Campus  
 Liberty County Campus  
 Liberty County Campus  
 Effingham County Campus  
 Main Campus

Ind. Systems Tech. Programmable Logic  
  
 Industrial Electrical Assistant  
 Industrial Maintenance Assistant  
 Telecommunications Cabling Technician  
 Family Child Care Provider  
 Telecommunications Cabling Technician

**South Georgia Technical College**

Main Campus  
 Main Campus  
 Main Campus  
 Intermediate  
 Main Campus  
 Crisp County Campus  
 Crisp County Campus  
 Spec  
 Crisp County Campus

Advanced Mechanical Specialist  
 Certified Manufacturing Specialist  
 Emergency Medical Technician  
  
 Retail Department Manager  
 CISCO Specialist  
 Certified Warehousing and Distribution  
  
 Entrepreneurship

**Southeastern Technical College**

Main Campus  
 Main Campus

Infant/Toddler Child Care Specialist  
 Programmable Controller Technician

**Southwest Georgia Technical College**

Main Campus

Advanced Mechanical Specialist

**Swainsboro Technical College**

Main Campus  
 Leadership/Supervisory Spec  
 Treutlen County Center  
 Treutlen County Center

Industrial Supervisory  
  
 Family Child Care Provider  
 Law Enforcement Investigations Assistant

**Valdosta Technical College**

Cook County  
 Cook County  
 Cook County  
 Specialization

A+ CompTIA Certification  
 Advanced Commercial Refrigeration  
 Advanced Residential Systems

Cook County	Car Audio System Installer
Cook County	Computer Applications Specialist
Cook County	Correctional Officer Specialist
Cook County	Fire Officer - Level I
Cook County	Fire Officer I – Advanced
Cook County	Fire Officer II
Cook County	Horticulture Maintenance Technician
Cook County	Industrial Mechanical Technician
Cook County	Infant/Toddler Child Care Specialist
Cook County	Law Enforcement Technician Level I
Cook County	Law Enforcement Technician Level II
Cook County	Light Commercial Air Cond. Specialization
Cook County	MOUS Specialist
Cook County	Metal Building Detailer-Level One
Cook County	Microsoft Office Specialist In Excel
Cook County	Motor Control Technician
Cook County	Programmable Logic Control Technician
Cook County	Public Safety Technician
Cook County	Small Business Ownership
Cook County	Supervisory Specialist
Cook County	Visual Basic Programmer
Main Campus	Commercial Drawing Technician
Main Campus	Law Enforcement Technician Level II
Main Campus	Metal Building Detailer-Level One

**West Central Technical College**

Carroll Campus	Intermediate Machining
Carroll Campus	Low Voltage Contractor
Carroll Campus	Patient Care Assisting PCG1
Carroll Campus	Patient Care Assisting TTP1
Coweta (CEC) Campus	CAD Operator – Architectural
Coweta (CEC) Campus	Document Design and Production
Coweta (CEC) Campus	CAD Operator
Coweta (CEC) Campus	MOUS Access Specialist
Coweta (CEC) Campus	MOUS Excel Specialist
Coweta (CEC) Campus	MOUS PowerPoint Specialist
Coweta (CEC) Campus	MOUS Work Specialist
Coweta (CEC) Campus	Medical Billing and Coding Specialist
Coweta (CEC) Campus	Medical Office Coordinator
Douglas Campus	Infant/Toddler Child Care Specialist
Douglas Campus	MOUS PowerPoint Specialist
Douglas Campus	Medical Billing and Coding
Specialist	
Douglas Campus	Medical Office Coordinator
Murphy Campus	Low Voltage Contractor

**West Georgia Technical College**

Main Campus  
Main Campus  
Main Campus  
Main Campus

Advanced CAD Technician  
Family Child Care Provider  
MOUS Specialist  
Private Security Technician

**ADULT LITERACY**

**I Certified Literate Community Program**

- Upon a motion by Mr. Johnson, second by Mr. Tallent, the Board approved to adopt and present a resolution recognizing the **Literacy Council of Macon County** as a Certified Literate Community.

**II Office of Adult Literacy (OAL) Programs**

- Upon a motion by Mr. Johnson, second by Mr. Snellgrove, the Board approved to authorize the Commissioner to enter into a contract with **UGA** for the program improvement training, to be provided for OAL on-site and field staff, at a cost not to exceed \$220,000.

*Funds are available for this expenditure from Georgia’s federal allocation.*

**AUDIT AND COMPLIANCE**

1) Upon a motion by Mr. Snellgrove, second by Mr. Johnson, the Board approved that the proposed new **State Board Policy related to the Enactment of State Board Policies and IV. G. Technical College Calendars** 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: March 2007

Deleted: 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. Presidents (or their designees) may vote on a procedure in person at Presidents Council, electronically, or telephonically. A vote must be recorded from each college prior to passage if the vote is taken electronically or telephonically.

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6. 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.

7. 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.

8. 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:**

- A. Attachment 2 – State Board Policy Approval Form - Retain permanently in Legal Services Office

Deleted: for 3 years

## 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: \_\_\_\_\_

**State Board Policy IV. G. Technical College Calendars**

**IV. G. Technical College Calendars**



The educational programs of the Technical Colleges shall operate on an annual calendar which will consist of four academic quarters. **An academic quarter will not exceed 11 weeks and each course must meet the minimum course standards. Any high school initiatives that require coordination with a secondary school system may exceed these parameters. Any further special exceptions must be approved by the Assistant Commissioner for Technical Education.** ~~An academic quarter will consist of eleven weeks with a minimum of fifty instructional days, excluding final examinations, registration days, and administrative days.~~ All days not included in the established academic calendar will be designated as being either annual leave or workdays for the purpose of registration, administrative functions, staff development, or in-service.

The Technical Colleges shall observe a uniform calendar to the extent that the earliest beginning and latest ending dates for each quarter will be established annually for the system.

The Commissioner shall establish the annual state system calendar parameters.

The Technical College President shall establish the Technical College's annual calendar within system parameters.

### **References**

[Leaves - Holiday](#)

[O.C.G.A. §20-4-11](#)

[O.C.G.A. §20-4-14](#)

Calendar Parameters

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*Adopted: August 4, 1988  
Code: 04-01-03*

*Approved*

## BUSINESS OPERATIONS, TECHNOLOGY, AND ADMINISTRATION

### Equipment Purchases and Contracts

Upon a motion by Mr. Chapman, second by Mr. Rice, the Board approved to authorize the Commissioner to purchase for the technical colleges listed below the designated items or requested contracts at a cost not to exceed the amount stated by each technical college **with the exception of items # 4, 5, 6, & 7 for Gwinnett Technical College. At the request of the Committee they would like these four items for Gwinnett Technical College be a management level decision and let the Board know the decision. Commissioner Jackson/staff will research and advise the Board.**

- 1) **Atlanta Technical College**, 10 motor control workstations and 2 motor control trainers from Future Tek, Inc., cost \$85,228.00.

*Bond funds are available for this expenditure.*

- 2) **Coosa Valley Technical College**, Avionics Electronics stations for 12 students/ 1 instructor from Technical Laboratory Assoc., Inc. (\$196,095); and 6 Specialty Systems Trainers from Avotek (\$127,250); total request \$323,345.00.

*This expenditure will be paid with bond funds.*

- 3) **Heart of Georgia Technical College**, CISCO network equipment, cost \$173,103.00

*This request is being handled through a statewide contract and will be paid with MR&R bond funds.*

- ~~4) **Gwinnett Technical College, 400 Dell replacement computers (\$396,100); CISCO network equipment (\$292,500); and 6 new Windows servers, computer racks, battery backups, storage area network device, & VMWare licensing (\$150,000); total request \$838,600.00.**~~

*All requests are being purchased thru statewide & WSCA contracts and will be paid with local funds.*

- ~~5) **Gwinnett Technical College, Renewal of annual contract for FY08 with Tillman, Allen, Greer Marketing and Communications for the time period 7/01/07 thru 6/30/08 to provide a marketing program; annual cost not to exceed \$600,000.00.**~~

*Local funds are available for this expenditure.*

- ~~6) Gwinnett Technical College, Renewal of annual contract for FY08 Information Technology staff management services for time period 7/01/07 thru 6/30/08 with Dataliant Services for CIO management, consulting, network and programming; annual cost not to exceed \$125,000.00.~~

*Local funds are available for this expenditure.*

- ~~7) Gwinnett Technical College, Renewal for FY08 of Inter-governmental Library agreement with Gwinnett County Public Library for the time period 7/01/07 thru 6/30/08 at an annual cost not to exceed \$440,000.00.~~

*Local funds are available for this expenditure.*

- 8) **Moultrie Technical College**, 296 replacement computers and 10 printers from Dell for three campuses; cost \$299,000.00.

*This request is being handled thru the statewide WSCA contract and will be paid with local funds.*

- 9) **North Georgia Technical College**, AV equipment, including installation, from Southern Business Communications for instructional classrooms in new Visual Arts Building; cost \$292,572.00.

*This request was handled through the normal bid process and will be paid with bond funds.*

- 10) **Northwestern Technical College**, Renewal of janitorial services contract for FY08 with Talley's Janitorial Services for time period 7/01/07 thru 6/30/08; cost \$102,960.00.

*Local funds are available for this expenditure.*

- 11) Upon a motion by Mr. Chapman, second by Mr. Rice, the Board approved to authorize the Commissioner to renew for FY08 the annual Microsoft Campus Agreement for a total cost not to exceed \$329,000.00.

*Funds are available for this expenditure.*

- 12) Upon a motion by Mr. Chapman, second by Mr. Rice, the Board approved to authorize the Commissioner to pay CiperTrust for licensing and maintenance fees at a cost not to exceed \$119,000.00.

*Funds are available for this expenditure*

- 13) Upon a motion by Mr. Chapman, second by Mr. Rice, the Board approved to authorize the Commissioner to renew a contract with Drazdowski, Inc. for FY08 to provide technical assistance with our Banner software systems and how it relates to the functionality of our business office processes and functions at an annual cost not to exceed \$134,640.00.

*Funds are available for this expenditure.*

## **COMMUNITY AND PUBLIC AFFAIRS**

No motions.

Thanks to Cedric, Carl, & Mary for judging GOAL. Chevrolet very impressed with GOAL program and is considering acknowledging the 12 runner ups.

Lighthouse Conference is September 11-13, 2007, in Augusta and this is in conjunction with the Rick Perkins Award.

### **Quick Start Marketing Report:**

11 prospects; potential of 2,308 jobs; 14 announcements for a total of 652 jobs.

Legislative update was covered in the Commissioner's report

## **FACILITIES AND REAL ESTATE**

### **APPROVAL OF CONTRACTS**

- A. Upon a motion by Ms. Flanders, second by Mr. Smith, the Board approved to authorize the Commissioner to enter into a contract with YLH Construction Co., Atlanta, Georgia, for Renovations to Appalachian Technical College. The amount of the contract is \$856,000.00. Funding for the Nursing Lab and Adult Literacy Classroom is from FY2006 Bond funds. This project received a line item appropriation of \$1 million in the FY2006 budget.
- B. Upon a motion by Ms. Flanders, second by Mr. Johnson, Mr. Rice and Mr. Smith, the Board approved to authorize the Commissioner to enter into a contract with Prince Ventures, LLC, Douglasville, Georgia, for Construction of a Parking Lot at Griffin Technical College. The amount of the contract is \$379,013.00. Funding for this project is from local funds.
- C. Upon a motion by Ms. Flanders, second by Mr. Johnson and Mr. Rice, the Board approved to authorize the Commissioner to enter into a contract with Formetco

Inc., Duluth, Georgia, for a Message Board Sign. The amount of the contract is \$145,234.00. Funding for this project is from local funds.

- D. Upon a motion by Ms. Flanders, second by Mr. Johnson and Mr. Smith, the Board approved to authorize the Commissioner to enter into a contract with Essam's Flooring Inc., Norcross, Georgia, for Removal and Replacement of Carpet at Southeastern Technical College. The amount of the contract is \$132,800.00. Funding for this project is from FY2006 MRR funds.
- E. Upon a motion by Ms. Flanders, second by Mr. Rice and Mr. Johnson, the Board approved to authorize the Commissioner to enter into a contract with Stewart-Corbitt General of Thomas, Georgia, for Construction of Emergency Services Training Center, Augusta Technical College, Augusta, Georgia. The amount of the contract is \$1,377,000.00. Funding for this project is from FY2006 MRR Bond funds in the amount of \$1,009,625.00 and local funds in the amount of \$367,375.00.
- F. Upon a motion by Ms. Flanders, second by Mr. Johnson and Mr. Rice, the Board approved to authorize the Commissioner to enter into a contract with Continental Construction Co., Evans, Georgia, for Parking Lot Expansion, Augusta Technical College, Augusta, Georgia. The amount of the contract is \$185,000.00. Funding for this project is from FY2006 MRR Bond funds.
- G. Upon a motion by Ms. Flanders, second by Mr. Rice and Mr. Snellgrove, the Board approved to authorize the Commissioner to enter into a contract with Cooper & Company, Cumming, Georgia, for Construction of a CDL/Truck Driving Range at North Georgia Technical College, Clarksville, Georgia. The amount of the contract is \$1,136,000.00. Funding for this project is from remaining construction funds from Project No. DTAE-106 Transportation Building in the amount of \$344,654.00, FY2006 MRR Bond funds in the amount of \$450,000.00 and Local funds in the amount of \$351,346.00.

#### **APPROVAL TO EXECUTE CHANGE ORDERS**

Upon a motion by Ms. Flanders, second by Mr. Smith, the Board approved to authorize the Commissioner to execute Change Orders No's. 1-21 in a total aggregate amount of \$244,793.62 for Purchase Order No. 41500-220-000004326, Renovation of Building 700, Athens Technical College. Funding for the Change Orders is from FY2006 MRR funds and local funds.

#### **APPROVAL OF RENTAL AGREEMENT**

Upon a motion by Ms. Flanders, second by Mr. Smith, the Board approved to authorize the execution of a Rental Agreement between GTF, II, LLC, as

Landlord, and the Department of Technical and Adult Education, as Tenant, covering the 26,590 sq. ft. D. Scott Hudgens, Jr. Early Education Center located on the campus of Gwinnett Technical College for the period beginning July 1, 2007, and ending June 30, 2008, with option to renew for nineteen one-year periods, at the monthly rental rate of \$17,084.00.

### **APPROVAL OF GROUND LEASE AND NON-EXCLUSIVE EASEMENT**

Upon a motion by Ms. Flanders, second by Mr. Johnson, the Board approved the granting of a revocable license and a 50 year ground lease to the Douglas County Board of Education over approximately 2.0 acres of land located on the Douglasville Campus of West Central Technical College, Timber Ridge Drive, Douglasville, Georgia, for use as a site to construct and operate a Charter School, and the granting of a revocable license and non-exclusive easement to the Douglas County Board of Education across an area of land measuring approximately 60' by 1,460' on the Douglasville Campus of West Central Technical College, Timber Ridge Drive, Douglasville, Georgia, for use as ingress-egress to the aforementioned approximately 2.0 acre site of the Charter School, subject to approval of the revocable license over the approximately 2.0 acre Charter School site, and approval of the revocable license across the approximately 60' x 1,460' ingress-egress area, by the State Properties Commission, and subject to approval of the 50 year ground lease over the approximately 2.0 acre Charter School site, and the granting of a non-exclusive easement over the approximately 60' x 1,460' ingress-egress area, by the State Properties Commission and the Georgia General Assembly.

### **ANY FURTHER BUSINESS**

At this time, Chairman Copeland expressed his thanks for the opportunity to serve as the Chair for the past two years and called Chairman Elect, Carl Swearingen for the passing of the Gavel ceremony. Chairman Swearingen will take office July 1, 2007.

Commissioner Jackson recognized the services of Chairman Copeland and expressed his appreciation with a resolution, plaque and an appreciation gift.

Chairman Elect Swearingen presented each member a package. 1) Cover was a collage of digital photos of courses taught throughout the technical system; 2) A list of Chairman Elect's observations of the Technical College System of Georgia; 3) New State Board Committees, Chairs, and Committee Responsibilities; 4) Committee Board Day meeting schedule; 5) Start Initiatives for a Growing and Educated Georgia /Future START, Jump START and Quick START and the Committees for each of these. 6) Final page was the working timeline for the August 2, 2007, State Board meeting. (Copy attached to original minutes)

**ADJOURN**

There being no further business the meeting adjourned at 2:50 p.m.

**RAITIFICATION MOTION – JUNE 28, 2007**

**1. Ratification Motion**

June 28, 2007 at 9:00 a.m. a conference call was held with Chairman Copeland and the Capital Outlay Committee members present for the Capital Outlay major/minor projects presentations. The purpose of Chairman Copeland’s Conference call was to grant the Commissioner authority for decisions necessary between the June and August State Board meeting for ratification at the August State Board meeting that would need Board approval. As there was not a quorum at the Committee meeting, Chairman Copeland entertained a motion pending a quorum would be received by electronic vote.

Upon a motion by Ms. Purcell, second by Mr. Swearingen, the Board approved granting the Commissioner authority for decisions made between the June and August, 2007, State Board meeting. If a committee meeting is necessary for any discussions, etc., members of the committee will be notified for a conference call.

**Members present for Conference call were:**

Ben Copeland	Michael Daniel
Mary Flanders	Ben Tarbutton
Carl Swearingen	Earl Smith
Ann Purcell	

**Approval by electronic vote:**

Michael Sullivan	Lee Lee James
Dean Alford	Larry Snellgrove
Otis Raybon	Annie Hunt Burriss
Don Chapman	McGrath Keen
Jimmy Tallent	Allen Rice
Cedric Johnson	

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**Belva B. Strickland**  
Executive Secretary

6/7/2007