

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

**May 3, 2007**

**1:00 P.M.**

**MEMBER PRESENT**

Dean Alford  
Annie Hunt Burriss  
Ben Copeland  
Michael Daniel  
Lee Lee James  
Cedric Johnson  
Ann Purcell  
Allen Rice  
Earl Smith  
Larry Snellgrove  
Michael Sullivan  
Carl Swearingen

**MEMBERS ABSENT**

Don Chapman  
Mary Flanders  
McGrath Keen  
Otis Raybon  
Sandra Reed  
Emerson Russell  
Jimmy Tallent  
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. Smith, second by Mr. Rice, the Board approved the minutes of April 5, 2007, State Board Meeting as read.

**COMMISSIONER'S REPORT**

- FY08 and Amended FY07 Budgets were discussed at the Committee of the Whole
- Seven Day Enrollment Report for Spring 2007 was also discussed at the Committee of the Whole

- **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 – asked for input prior to June State Board meeting
  - State Board Selection committee will be established to review RFP and staff recommendations in August
  - Gates Foundation – 15 to 20 proposals meeting minimum criteria not selected to receive state funding will be packaged as a system-wide grant request to the Gates Foundation
  
- **Security Analysis**
  - Conducted security analysis of technical colleges in December 2006
  - Shared Executive Summary of the analysis with Board members
  - Will distribute a safety survey (included in handout) to each college
  - Develop a uniform plan to address the situation
  - Conduct a cost analysis and identify financial implications
  - Worked in the past with GEMA
  - Will continue conversation at the June Board meeting
  
- Introduced Larry Calhoun, new president at Swainsboro Technical College
  
- Presented 20 Year Pin and Service Certificate Award to Belva Strickland

## **CHAIRMAN'S REPORT**

### **Resolutions**

#### **1. North Georgia Technical College's 100 years of Service Celebration**

Upon a motion by Mr. Rice, second by Mr. Snellgrove, the Board approved a Resolution honoring North Georgia Technical College for their 100<sup>th</sup> Celebration as a Technical School. Dr. Ruth Nichols was present to receive this resolution and offered a few remarks in response.

#### **2. Interim Commissioner Ronald W. Jackson**

Upon a motion by Mr. Swearingen, and a unanimous second, the Board approved a Resolution changing title of Interim Commissioner Ron Jackson to Commissioner until the Governor appoints a permanent Commissioner.

## **GOAL Week**

May 22-25 is GOAL Week and an invitation to the Board members to attend Commissioner's Reception and the Awards Banquet on Thursday, May 24. Reception beginning at 6:00 p.m. and Banquet begins at 7:00 p.m. at the Westin Peachtree Plaza, Downtown Atlanta.

## **Future Board Meetings**

The next Board meeting is Thursday, June 7, at the Central Office in Atlanta. There will not be a Board meeting in July.

## **Change of November Board Meeting Date**

The November Board meeting is always in conjunction with the DTAE Fall Leadership Conference which is October 29 – 31, at the Downtown Hyatt in Atlanta. The State Board meeting would be held Wednesday morning, October 31<sup>st</sup>, in place of Thursday, November 1, 2007. See motion below and details will follow.

Upon a motion by Mr. Snellgrove, second by Mr. Rice, the Board approved the change of date and time of the November 1, 2007, State Board meeting to October 31, 2007, beginning with Committee of the Whole meeting at 9:00 a.m. and State Board at 10:00 a.m. The State Board dinner is Monday evening, October 29<sup>th</sup>. The Committee meetings will be held on Tuesday afternoon, October 30<sup>th</sup>, and the Awards Banquet will be Tuesday evening, October 30<sup>th</sup>.

## **Meeting of Chairman, Commissioner and Chancellor**

Commissioner Jackson and Chairman Copeland met with Chancellor Davis of the Board of Regents in April and presented to the Chancellor a letter of agreement from the State Board regarding the transfer of the Aviation College to the Board of Regents. Chairman Copeland stating per the desire of some of the Board members, requested to the Chancellor that DTAE get a report from the Regents as they progress with this process and Chancellor Davis promised that they would keep the Board apprised on this process.

## **COMMITTEE REPORTS**

### **NOMINATING COMMITTEE**

Chairman Cedric Johnson reported that the nominating committee consisting of Ben Tarbutton and Sandra Reed and himself had met via conference telephone and the Committee recommends the following slate of officers for DTAE State Board effective

July 1, 2007 until July 1, 2009. Carl Swearingen, Chairman and Allen Rice, Vice Chairman.

Upon a motion by Mr. Snellgrove, second by Ms. Purcell, the Board approved Mr. Swearingen as Chairman and Mr. Rice as Vice Chairman of DTAE State Board effective July 1, 2007 – July 1, 2009.

## ACADEMIC STANDARDS AND PROGRAMS

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

Upon a motion by Ms. Purcell, second by Mr. Johnson, 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. Middle Georgia Technical College (appointment/reappointment)
  - Janis Sparrow, Pulaski County, appointment, (expiration June 30, 2010)
  - Mary Jane Kinnas, Houston County, reappointment (expiration June 30, 2010)
  - Paul Hibbitts, Sr., Houston County, reappointment (expiration June 30, 2010)
- B. West Georgia Technical College (appointment)
  - William R. Stump, Troup County (expiration June 30, 2010)

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

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

- A. **Albany Technical College** (reappointment)
  - Jay Smith, Lee County (expiration June 30, 2010)
- B. **Chattahoochee Technical College** (appointment)
  - Tyre Louis Rakestraw, Paulding County (expiration June 30, 2010)
- C. **Coosa Valley Technical College** (reappointments)
  - Robert L. Berry, Floyd County (expiration June 30, 2010)
  - Carl Herring, MD, Floyd County (expiration June 30, 2010)

- D. **East Central Technical College** (appointment/reappointments)  
Randy Crenshaw, Irwin County (expiration June 30, 2010)  
James T. Lee, Wilcox County (expiration June 30, 2010)  
Edward L. Hoggs, Ben Hill County (expiration June 30, 2008)
- E. **Flint River Technical College** (reappointment)  
Barbara Tyson, Upson County (expiration June 30, 2010)
- F. **Lanier Technical College** (reappointments)  
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)
- G. **Moultrie Technical College** (appointments)  
T. Brinson Brock, Sr., Turner County (expiration June 30, 2010)  
Dawn Johns, Colquitt County (expiration June 30, 2010)
- H. **Ogeechee Technical College** (reappointments)  
Dr. Dale Grant, Bulloch County (expiration June 30, 2011)  
Rosalind Ivey, Evans County (expiration June 30, 2011)
- I. **Okfenokee Technical College** (reappointments)  
Phillip Cook, Clinch County (expiration June 30, 2010)  
Gary Strickland, Brantly County (June 30, 2010)
- J. **Southeastern Technical College** (reappointments)  
Lisa Adams, Toombs County (expiration June 30, 2010)  
Pollyann F. Martin, Toombs County (expiration June 30, 2010)
- K. **Valdosta Technical College** (reappointments)  
Carolyn Eager, Lowndes County (expiration June 30, 2010)  
Franklin Patten, Lanier County (expiration June 30, 2010)  
Jerome Tucker, Lowndes County (expiration June 30, 2010)
- L. **West Central Technical College** (reappointments)  
Robert Reynolds, Douglas County (expiration June 30, 2010)  
Janice Thompson, Douglas County (expiration June 30, 2010)
- M. **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)

**Additional – Blue Sheet:**

- A. **Albany Technical College** (re-appointments)  
Karla Heath-Sands, Dougherty County (expiration June 30, 2010)  
Colonel Kevin McCutcheon, Dougherty 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** (appointment)  
David Connell, Cobb County (expiration June 30, 2010)
  
- E. **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)
  
- F. **Griffin Technical College** (re-appointment)  
Michael Brewer, Butts County (expiration June 30, 2010)
  
- G. **Gwinnett Technical College** (re-appointment)  
Nancy Quan-Sellers, Gwinnett County (expiration June 30, 2010)
  
- H. **Middle Georgia Technical College** (appointment)  
John Way, Pulaski County (expiration June 30, 2010)
  
- I. **Moultrie Technical College** (re-appointments)  
Lawton Bassett, III, Tift County (expiration June 30, 2010)  
Will Vereen, Colquitt County (expiration June 30, 2010)
  
- J. **North Georgia Technical College** (re-appointments)  
Jeff Gooch, White County (expiration June 30, 2010)  
Jeff Patterson, Union County (expiration June 30, 2010)
  
- K. **North Metro Technical College** (re-appointment)  
Melinda Lemmon, Bartow County (expiration June 30, 2010)

- L. **Northwestern Technical College** (re-appointment)  
Kathy B. Johnson, Walker County (expiration June 30, 2010)
- M. **Northwestern Technical College** (re-appointment)  
Robert Hitchcox, Catoosa County (expiration June 30, 2010)
- N. **Okefenokee Technical College** (re-appointment)  
Troy Mattox, Pierce County (expiration June 30, 2010)
- O. **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)
- P. **South Georgia Technical College** (re-appointment)  
Richard McCorkle, Marion County (expiration June 30, 2010)
- Q. **Southwest Georgia Technical College** (appointment)  
Zack Wheeler, Thomas County (expiration June 30, 2010)
- R. **Swainsboro Technical College** (re-appointment)  
Kenneth Griffin, Emanuel County (expiration June 30, 2010)  
Erma Jenkins, Emanuel County (expiration June 30, 2010)
- S. **Valdosta Technical Institute** (appointment)  
Terri Lupo, Lowndes County (expiration June 30, 2010)

### **III. Revised Mission Statement**

Upon a motion by Ms. Purcell, second by Mr. Johnson, the Board approved the proposed revised mission statement for Appalachian Technical College as presented below.

#### **Mission**

Appalachian Technical College provides accessible, quality associate degree, diploma, and certificate technical programs; non-credit courses; customized training; and adult education services using student-centered instructional delivery and up-to-date technology to meet the workforce and economic development needs of the people, companies, and communities of Cherokee, Fannin, Gilmer, and Pickens Counties.

## **Proposed Mission Statement**

Appalachian Technical College provides quality educational services in a student-centered learning environment to meet the workforce and economic development needs of the citizens, businesses, and communities of North Central Georgia.

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

Upon a motion by Ms. Purcell, second by Mr. Johnson, 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.

**East Central Technical College - (Coffee County Campus) Degree** program in Management and Supervisory Development effective Summer 2007

**Gwinnett Technical College - (Main Campus) Degree** program in GM ASEP Degree effective Fall 2007

**Gwinnett Technical College - (Main Campus) Diploma** program in GM ASEP Diploma effective Fall 2007

**North Metro Technical College - (Main Campus) Degree** program in Technical Studies - Associate Degree effective Summer 2007

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

Upon a motion by Ms. Purcell, 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.

**Altamaha Technical College  
(Main Campus)**  
Digital Electronics Technician effective Fall 2007

**Appalachian Technical College**

**(Main Campus)**

Criminal Justice Supervisor effective Fall 2007  
Lathe Operator effective Spring 2007  
Milling Machine Operator effective Spring 2007  
CNC Machine Attendant effective Spring 2007  
Basic Grinding Operator effective Spring 2007

**Atlanta Technical College**

**(Main Campus)**

Automotive Automatic Transmission/Transaxle Techni effective Summer 2007  
Automotive Manual Drive Train and Axle Repair Tech effective Summer 2007  
Automotive Heating and Air Conditioning Technician effective Summer 2007  
Diesel Truck Maintenance Technician effective Summer 2007  
Diesel Drivability Performance Specialist effective Summer 2007  
Diesel Electrical and Electronic Systems Technicia effective Summer 2007  
Medical Billing Clerk effective Summer 2007

**Augusta Technical College**

**(Waynesboro-Burke Campus)**

Supervisor/Manager Specialist effective Spring 2007

**(Thomson-McDuffie Campus)**

Supervisor/Manager Specialist effective Spring 2007

**(Augusta Campus)**

Supervisor/Manager Specialist effective Spring 2007

**Central Georgia Technical College**

**(Macon Campus)**

Public/Private Crisis Manager effective Summer 2007

**East Central Technical College**

**(Main Campus)**

GIS Cartography Specialist effective Summer 2007  
Introduction to Corrections effective Summer 2007  
Recreational Outdoor Equipment Repair Technician effective Fall 2007

**(Coffee County Campus)**

GIS Cartography Specialist effective Summer 2007  
Introduction to Corrections effective Summer 2007  
Recreational Outdoor Equipment Repair Technician effective Fall 2007

**Griffin Technical College**

**(Griffin Campus)**

Early Childhood Program Administrator effective Summer 2007  
Electrocardiographic Technician effective Summer 2007

**Gwinnett Technical College**

**(Main Campus)**

General Motors Transaxle Technician effective Fall 2007

General Motors Automotive Service Electrical Systems Assistant effective Fall 2007

General Motors Basic Automotive Service Certificate effective Fall 2007

General Motors Chassis Technician effective Fall 2007

General Motors Engine Performance Technician effective Fall 2007

**Lanier Technical College**

**(Winder-Barrow Campus)**

Advanced CAD Operator effective Spring 2007

**Moultrie Technical College**

**(Worth County Campus)**

Shampoo Technician effective Summer 2007

**(Tifton Campus)**

Law Enforcement Technician Level I effective Spring 2007

**North Metro Technical College**

**(Main Campus)**

Technical Management Specialist effective Summer 2007

**Sandersville Technical College**

**(Jefferson County Center)**

Interactive Video Production Assistant effective Summer 2007

**(Main Campus)**

Interactive Video Production Assistant effective Summer 2007

**Savannah Technical College**

**(Liberty County Campus)**

Sales Representative effective Summer 2007

**(Main Campus)**

Sales Representative effective Summer 2007

**South Georgia Technical College**

**(Crisp County Campus)**

E-Commerce Marketer effective Summer 2007

**(Main Campus)**

E-Commerce Marketer effective Summer 2007

**Southwest Georgia Technical College**

**(Main Campus)**

Biomedical Electronics Technician effective Summer 2007

**Valdosta Technical College**  
**(Main Campus)**  
Child Development Associate I

**West Central Technical College**  
**(Douglas Campus)**  
Air Conditioning Technician's Assistant effective Summer 2007

**VI. Program Terminations**

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

Diploma and Degree Programs

**Appalachian Technical College**

Main Campus Fall 2008	Electronics Fundamentals Diploma effective
Main Campus 2008	Electronics Technology Diploma effective Fall
Main Campus Spring 2008	Machine Tool Technology Diploma effective
Woodstock Campus effective Fall 2008	Forensic Science Technology Diploma
Woodstock Campus Fall 2008	Forensic Science Technology Degree effective

**North Metro Technical College**

Main Campus effective Summer 07	Applied Manufacturing Tech. Diploma
Main Campus Summer 07	CIS-Internet Web Design Spec Dip. effective
Main Campus	Drafting Diploma effective Summer 2007
Main Campus effective Summer 07	CIS-Internet Web Design Spec. Degree

**Sandersville Technical College**

Main Campus Spring 2007	Paramedic Technology Diploma effective
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Technical Certificates of Credit

**Appalachian Technical College**

Main Campus  
2008

CNC Setup and Programming effective Spring

**Heart of Georgia Technical College**

Main Campus  
Spring 2007  
Ocmulgee Campus  
Spring 2007  
Ocmulgee Campus  
2007  
Ocmulgee Campus  
Ocmulgee Campus

Multi-Skilled Health Technician effective  
Multi-Skilled Health Technician effective  
Correctional Office Specialist effective Spring  
Phlebotomy effective Spring 2007  
Teller-Cashier effective Spring 2007

**North Georgia Technical College**

Blairsville Campus  
2007  
Main Campus  
Main Campus  
2007

Web Design Fundamentals effective Spring  
Sun Solaris effective Spring 2007  
Web Design Fundamentals effective Spring

**North Metro Technical College**

Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Main Campus  
Main Campus  
Main Campus

Auto Electrical Systems Level I effective  
Auto Electrical Systems Level II effective  
Home Technology Integrations Spec. effective  
Quality Management effective Summer 2007  
Supervisory Specialist effective Summer 2007  
Work Team Dynamics effective Summer 2007

**Sandersville Technical Institute**

Hancock County Center  
Spring 2007  
Hancock County Center  
effective Spring 07

Emergency Medical Technician effective  
Emergency Medical Tech. Intermediate

**ADULT LITERACY**

**1. GED Testing Fee**

Upon a motion by Mr. Johnson, second by Mr. Rice and Mr. Swearingen, the Board

approved to increase the GED Testing Fee from \$65/battery to \$95/battery and to increase the retesting fee from \$13/test to \$19/test, effective July 1, 2007.

## **2. Transfers for out-of-state GED recipients**

Upon a motion by Mr. Johnson, second by Mr. Rice and Mr. Smith, the Board approved to assess a \$50 fee for out-of-state GED recipients who request a Georgia Diploma for the purpose of employment or postsecondary education.

## **3. Eliminate Transcript Fee Waivers**

Upon a motion by Mr. Johnson, second by Mr. Rice, the Board approved to eliminate transcript fee waivers for incarcerated individuals.

## **AUDIT AND COMPLIANCE**

Mr. Snellgrove reported that the Audit process began today. The first school to begin this process was DeKalb Technical College which they presented an outline that was recommended and answered all questions asked by the committee. There will be a full audit in August for DeKalb Technical College.

1. Upon a motion by Mr. Snellgrove, second by Mr. Smith and Mr. Rice, the Board approved that the proposed revisions to IV.H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs, **I.C.3.: Naming of Buildings**, V. B. 3. Residency, V. K. Student Tuition and Fees.

**State Board Policy – IV.H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs**

# **IV. H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs**



Fundamental to the Mission of the State Board is to encourage students to achieve their potential in occupational programs requiring credentials below the baccalaureate degree.

As the level and quality of instructional offerings of Georgia's Technical Colleges reach standards recognized by appropriate regional accrediting commissions, students are entitled to earn credentials offered by the system including not only the traditional diploma and technical certificate, but also the Associate in Applied **Science** Technology degree.

Associate degree, diploma, and technical certificate programs shall be available in approved occupational areas.

Individual Technical Colleges shall determine, based on the needs and desires of students and business and industry, the appropriate credential or credentials needed.

The structure of associate degrees, diplomas, and technical certificates offered at the Technical Colleges shall conform to the following standards and shall be subject to annual program evaluation.

The Commissioner shall develop implementation procedures for the submission, review, and approval of new program requests and for annual review and evaluation.

### **Associate Degrees**

Associate Degree programs must be approved by the State Board, either as a new addition to the System or to the individual Technical College. The range of quarter credit hours required for graduation is 90 to 110.

With special approval of the State Board, certain associate degree programs may be extended to meet requirements of (1) formal cooperative arrangements (combining course work and on-the-job training), (2) certification, (3) licensure, (4) accreditation, or (5) unique situations for which training at the associate degree level is appropriate. With State Board approval, the range of quarter credits may be extended to 144 hours.

Associate degree programs shall be organized to conform to systemwide models developed through the program standards phases and approved by the State Board. Compliance with the models shall ensure minimum standardization of associate degree programs within the **Technical College System of Georgia** technical education system. The models shall require associate degree programs to be organized in general education and occupational courses.

Associate degree programs shall be composed of courses listed in the systemwide Catalog of Courses. Only courses numbered 100 or above shall be credited toward degree requirements.

Each associate degree program shall require a minimum basic core of ~~25~~ 30 quarter credit hours in general education courses. **Components of this core must include at least one course from each of the following areas: humanities; behavioral sciences; and natural sciences or mathematics.** ~~One component of this core must be courses designed to develop oral and written communication skills and another component must be designed to develop computational skills.~~ The components of the core must be drawn from each of the areas specified in the applicable institutional accreditation criteria.

A minimum of 60 quarter credit hours shall be required in technical areas.

### **Diploma Programs**

Diploma programs must be approved by the State Board, either as a new addition to the System or to the individual Technical College. The range of quarter credit hours required for graduation is 60 to 90.

With special approval of the State Board, certain diploma programs may be extended to meet requirements of (1) formal cooperative arrangements (combining course work and on-the-job training), (2) certification, (3) licensure, (4) accreditation, or (5) unique situations for which training at the diploma level is appropriate. With State Board approval, the range of quarter credits may be extended to 160 hours.

Diploma programs shall be organized to conform to systemwide models developed through the program standards phases and approved by the State Board. Compliance with the models shall ensure minimum standardization of diploma programs within the **Technical College System of Georgia** ~~technical education system~~. The models shall require diploma programs to be organized in general education and occupational courses.

Diploma programs shall be composed of courses listed in systemwide Catalog of Courses. Only courses numbered 100 or above shall be credited toward diploma requirements.

Each diploma program shall require a minimum basic core of 11 quarter credit hours in general education courses. **Components of this core must include at**

**least one course from each of the following areas: humanities; behavioral sciences; and mathematics.** ~~One component of this core must be courses designed to develop oral and written communication skills. Another component must be designed to develop computational skills. A third component must be drawn from the social or behavioral sciences.~~

A minimum of 47 quarter credit hours shall be required in occupational courses.

### **Technical Certificate of Credit Programs**

Technical certificate of credit (TCC) programs must be approved by the State Board, either as a new addition to the System or the individual Technical College. ~~The range of quarter hours required for graduation is 15-59.~~

The State Board authorizes one exception to this requirement. If a college requests a new TCC program which:

- (1) relates directly to an existing certificate, diploma, or degree program offered by the college (and)
- (2) all of the credit courses contained in the TCC program are offered by the college

the State Board authorizes the DTAE Instructional Support Services division to administratively approve the TCC application on behalf of the board.

The range of quarter hours required for graduation is 15-59.

Technical certificate of credit programs shall be organized as a coherent set ~~of~~ of competencies that correspond to identifiable exit points which match positions in a field of work, and the credential issued as a technical certificate will describe this area of specialization by a name which is clearly descriptive of the area of specialization. The technical certificate **may** ~~may~~ be used to provide programs in areas of specialization that do not require study of sufficient length to award a diploma or degree or to add on areas of specialization after the completion of a diploma or degree. Technical certificates of credit may require any combination of general core courses, fundamental occupational courses, specific occupational courses, or approved elective courses. Up to 20 percent of the course of study may be unspecified elective courses.

Technical certificate of credit programs shall be composed of courses listed in the systemwide Catalog of Courses, including elective courses developed

specifically for a certificate program. A Technical College is limited in the courses it may offer in certificate programs to the level of accreditation it holds, i.e., diploma or degree. Only courses numbered 100 or above shall be credited toward technical certificate requirements.

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*Adopted: May 4, 1989*  
*Revised: July 2, 1992; January 7, 1993; September 5, 1996; May 7, 2001*  
*Code: 04-02-13*

## **State Board Policy – I.C.3.: Naming of Buildings**

### **I.C.3.: NAMING OF BUILDINGS**



#### **Effective Date:**

**Revises Previous Effective Date: 10/14/2004**

#### **I. POLICY:**

The naming of buildings, facilities, grounds, and organizational units of technical colleges for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Department of Technical and Adult Education are vested in the State Board.

#### **II. APPLICABILITY:**

This policy applies to all buildings of the colleges governed by the State Board. It also applies to other facilities, grounds, and organizational units that the college wishes to dedicate in the name of an individual or group. Buildings named for their general purpose or function are not subject to this policy.

#### **III. DEFINITIONS:**

N/A

**IV. ATTACHMENTS:**

N/A

**V. PROCEDURE:**

A. General Considerations

1. Generally technical colleges and off-campus facilities bear the name of a political subdivision, a region, or a geographical feature of Georgia.
2. An off-campus facility shall include the name of the host technical college in its official name.
3. Official signage identifying technical colleges and off-campus facilities shall include "A Unit of the Technical College System of Georgia." This section only applies to signs bought or substantially modified after the effective date of this policy.
4. An individual room within a building on a Technical College campus or off-campus facility may be named by the Local Board of Directors of the technical college as long as such name is in accordance with state law.

B. Criteria

1. In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment.
2. To preserve the integrity of all buildings named in the Department, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.
3. With respect to the naming of buildings on a particular campus, special consideration shall be given to:

- a. The historical significance of the contribution of the individual or group to the college;
- b. The association of the individual or group with the building to be named;
- c. Any financial contribution of the individual or group to the college; and
- d. State, regional, national, or international recognition of the individual's or group's contributions and achievements.

4. A given surname may be assigned to only one building on a specific campus.

#### B. Process

1. The college president shall charge a committee to consider and make recommendations for the naming of a building.
2. The committee shall consider all suggested namings that satisfy the criteria cited above. Any individual or group associated with the college may suggest a name for consideration by the committee.
3. The committee shall submit a report to the president, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
4. The president shall seek approval from the Local Board for the recommendation.
5. The president shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the State Board through the Commissioner.

6. Where the Local Board of Directors wishes to name a building for a president who has set a retirement date, they may initiate the building naming process and the process may proceed with the Local Board acting in the place of the sitting president.

7. No publicity shall be given to the recommendation for naming until it is approved by the State Board.

**VI. RECORD RETENTION:**

No specific record retention policy.

**State Board Policy – V. B. 3. Residency**

## V. B. 3. Residency



**Effective Date:**

Revises Previous Effective Date: Unknown

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**I. POLICY:**

DTAE recognizes three student residency categories: Georgia Student, Out of State Student, and Non-Citizen Student. The student residency category governs the tuition rate paid by the student.

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**II. APPLICABILITY:**

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

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**III. RELATED AUTHORITY:**

## V.K. Student Tuition and Fees

Procedure: Residency

[Procedure: Waiver of Student Tuition and Fees](#)

[Title IV Assistance. 34 C.F.R. 688.22](#)

[SFA Information for Financial Aid Professionals](#)

[Exhibit 1 - Reciprocity Agreement with Alabama](#)

[Title 8 of Code of Federal Regulations \(8 CFR\)/8 CFR Part 214 -- Nonimmigrant Classes/Sec. 214.2](#)

### IV. DEFINITIONS:

**Domicile:** a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's Domicile. To acquire Domicile, an individual must demonstrate an intent to remain permanently or indefinitely.

**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen

**Deleted: Georgia Students:**  
Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.

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and is Domiciled in the State of Georgia and meets the in-state tuition requirements of DTAE.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States.

**Out of State Student:** a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

**Deleted:** Students who are residents of the United States but do not otherwise qualify as Georgia residents.

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#### V. ATTACHMENTS:

None

#### VI. PROCEDURE:

- A. A student's legal residence shall determine the tuition rate paid by the student.
  - 1) Students who are Georgia Residents shall pay tuition and fees prescribed by the State Board for in-state students.
  - 2) Out of State Students will pay tuition and fees at a rate two times that charged Georgia Residents.
  - 3) Non-Citizen Students will pay tuition and fees at a rate four times that charged Georgia Residents.
- B. The President of each technical college has the authority to determine whether the college will make application to the Immigrations and Customs Enforcement to be approved to accept international students as provided by law.
- C. On the application for admission, the technical colleges shall require students to identify his or her country of lawful residence and may require the submission of other information necessary to make a determination of a student's legal domicile for tuition-rate and student advisement purposes.

# V. K. Student Tuition and Fees



## Effective Date:

Revises Previous Effective Date: March 17, 2006

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## I. POLICY:

Technical college students will be charged tuition and related fees unless otherwise exempted by State Board Policy. Tuition for courses in curriculums leading to a diploma or associate degree shall be charged on a uniform basis among all technical colleges.

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## II. APPLICABILITY:

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

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## III. RELATED AUTHORITY:

V.B.3. Residency

Procedure: Waiver of Student Tuition and Fees

Title IV Assistance. 34 C.F.R. 688.22

SFA Information for Financial Aid Professionals

Exhibit 1 - Reciprocity Agreement with Alabama

Title 8 of Code of Federal Regulations (8 CFR)/8 CFR Part 214 -- Nonimmigrant Classes/Sec. 214.2

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#### IV. DEFINITIONS:

**Domicile:** a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's Domicile. To acquire Domicile, an individual must demonstrate an intent to remain permanently or indefinitely.

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**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Georgia Student:** A student who is a resident of the United States and otherwise qualifies as Georgia Resident shall pay tuition and fees prescribed by the State Board for in-state students.

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**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Noncitizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the Department of Technical and Adult Education.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States.

**Out of State Student:** Students who are residents of the United States but do not otherwise qualify as Georgia Residents. A person who has not established Domicile in the State of

Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

**V. ATTACHMENTS:**

Not applicable.

**VI. PROCEDURE:**

**A. General Considerations:**

1. Payment of tuition and fees may be deferred until the end of the quarter on a case by case basis if the technical college has confirmation of the student's eligibility for financial aid from a government entity, business/industry, work-study, foundation, or other source of financial assistance.
2. The State Board shall annually review and establish application, tuition, and other fees charged by all technical colleges. Local boards may recommend to the State Board student activity fees and miscellaneous services fees annually. Local boards may approve non-revenue producing student-insurance fees without approval of the State Board.
3. All State and local board approved tuition and fees shall be charged unless exempted by DTAE policies or procedures.
4. Student fees shall be considered a source of revenue when developing annual budgets. Any revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.
5. The technical colleges shall publish all student fee charges and refund policies in appropriate catalogs and elsewhere as appropriate.

**B. Georgia Students:**

1. Students who are classified as Georgia Students under DTAE's residence policies and procedures will be charged the rate of tuition set for in-state students by DTAE.

**C. Out of State Students:**

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1. Students who are classified as Out of State students under DTAE's residence policies and procedures will be charged a rate of tuition twice that charged for students who are classified as Georgia Students.
2. The Commissioner or President may approve exceptions to this policy, provided:
  - a. A written statement of reason is on file or there is evidence of a written reciprocity agreement with appropriate institutions in another state.
  - b. The Commissioner may approve agency wide exceptions to this policy under certain circumstances. (i.e. National Emergencies, etc.)
3. Under no circumstances shall Out of State students be charged tuition or fees lower than the fees charged Georgia Students.
4. Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

D. Non-Citizen Students

1. Non-Citizen Students initially shall not be classified as Georgia Students for tuition purposes unless there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia Students.
2. Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia Students.
3. Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia Students for tuition purposes.

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4. All fees, other than tuition, shall be the same as for a Georgia Student.

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5. Non-Citizen Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

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#### E. Waiver of Student Tuition and Fees

1. The Commissioner may develop procedures authorizing the waiver of student tuition or fees upon good cause.

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2. Georgia Students over sixty-two (62) years of age who are otherwise qualified may attend technical colleges for credit courses only without payment of tuition on a space available basis.

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3. Adult literacy students attending adult basic education programs shall not be charged tuition, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the program.

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4. Students who are enrolled solely in courses offered online and who otherwise do not utilize campus facilities shall not be charged the student activity fee.

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5. Tuition may be waived for Eligible Non-Citizen Students and Out of State Students, normally on a quarter-by-quarter basis, for a student by the technical college President. The number of waivers shall not exceed two percent of the head count of the student enrollment at the technical college in the immediately preceding Fall Quarter. Any student receiving a tuition waiver may pay the in-state tuition rate, but is not eligible for the HOPE program. Non-Citizen Students may qualify for a waiver of tuition or fees such that they pay the same tuition rate as an Out of State Student.

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#### F. Refunds of Tuition and Fees

1. All tuition and fees, excluding the application fee, shall be refunded if a student formally withdraws prior to the first day of class of the

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quarter. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar.

2. For those students not receiving federal financial aid, seventy-five percent of their tuition shall be refunded if they formally withdraw within seven calendar days of the first day of the quarter.

3. Students withdrawing after seven calendar days shall receive no refund.

4. For those students receiving federal financial aid, the technical colleges shall refund unearned tuition, fees and other charges in accordance with the DTAE's federally mandated fair and equitable refund policy for all students who receive Title IV assistance. (34 C.F.R. 688.22)

G. Refunds of books and supplies

1. No refunds shall be made for used supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms.

2. Refunds shall be made for books that are returned in new condition and accompanied by a receipt in accordance with the college's book refund policy. The book refund policy shall be prominently posted in the technical college bookstore.

3. Technical colleges that have contracted out their bookstore operations shall ensure that the contractor adheres to the college's book refund.

**BUSINESS OPERATIONS, TECHNOLOGY, AND ADMINISTRATION**

**Equipment Purchases and Contracts**

Upon a motion by Ms. Burriss, second by Mr. Rice and Mr. Snellgrove, the Board approved that the Commissioner be authorized 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.

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1) **Augusta Technical College**, Replacement computers and laptops; and upgrade to servers, network equipment, uninterruptible power supplies, management software, support contracts and installation services at a cost not to exceed \$1,388,336.00.

2) **Gwinnett Technical College**, X-Ray Imaging System from G.E. Walker, Inc.; cost \$174,783.00

*This has gone through the normal bid process and bond funds are available for this expenditure.*

3) Upon a motion by Ms. Burriss, second by Mr. Johnson, the Board approved to authorize the Commissioner to pay Sungard for licensing fees at a cost not to exceed \$408,000.00. *State funds are available for this expenditure.*

**COMMENTS:**

*Ms. Burriss on behalf of the BOTA Committee requested that Commissioner Jackson have his IT Staff do a presentation sometime in the future on strategic plans regarding information technology (i.e. banner software tools) on where **DTAE** is currently and where **the agency is** going in the future.*

**Blue Sheet – Additional Equipment Purchases**

Upon a motion by Ms. Burriss, second by Mr. Smith, the Board approved that the Commissioner be authorized to purchase for the technical college listed below the requested designated items at a cost not to exceed the amount stated by the technical college.

4) **Valdosta Technical College**, Replacement and upgrades to computers, laptops, servers, and spare parts from Dell at a cost not to exceed \$255,732.00.

*\*Breakout of equipment available at BOTA Committee meeting.*

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

5) **West Central Technical College**, Automotive Technology A-Tech training modules and hand tools from Snap-On Industrial are needed to start-up the automotive program at Coweta Campus Central Educational Center; cost \$125,336.59.

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

## **COMMUNITY AND PUBLIC AFFAIRS**

Mr. Rice reported the following:

- New program for emails of daily news stories
- Road Trip received the Telly Award
- Golin Harris PR Agency and College PR/Marketing Staff Meeting regarding branding.
- QS Marketing update on activities

## **FACILITIES AND REAL ESTATE**

### **APPROVAL OF CONTRACTS**

1. Upon a motion by Ms. Purcell, second by Mr. Snellgrove and Mr. Swearingen, the Board approved to authorize the Commissioner to enter into a contract with Asphalt Paving Contractors of West Georgia, Carrollton, Georgia, for Resurfacing of Commercial Truck Driving Range, West Central Technical College, Waco, Georgia. The amount of the contract is \$375,000.00. Funding for this project is MRR Bond funds.

2. Upon a motion by Ms. Purcell, second by Mr. Rice, the Board approved to authorize the Commissioner to enter into a contract with Tyson Steel Building Products, Doerun, Georgia, for construction of a Maintenance Shop Building, South Georgia Technical College, Americus, Georgia. The amount of the contract is \$82,500.00. Funding for this project is from local funds.

3. Upon a motion by Ms. Purcell, second by Mr. Johnson and Mr. Rice, the Board approved to authorize the Commissioner to enter into a contract with Y-Delta, Statesboro, Georgia, for Replacement of the HVAC System Chiller in the Main Building, Ogeechee Technical College. The amount of the contract is \$90,122.00. Funding for this project is from MRR Bond funds.

**ANY FURTHER BUSINESS**

No further Business

**ADJOURN**

State Board meeting adjourned at 2:00 p.m.

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Belva B. Strickland  
Executive Secretary to DTAE State Board

bbs-5/3/2007

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Students attending Technical Colleges shall normally be charged tuition and related fees unless otherwise exempted by State Board Policy. Tuition for courses in curriculums leading to a diploma or associate degree shall be charged on a uniform basis among all Technical Colleges. Payment of tuition and fees may be deferred until the end of the quarter on a case by case basis if the Technical College has confirmation of the student's eligibility for financial aid whether from a government entity, business/industry, work-study, foundation, or other source of financial assistance.

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the [Board's State Residency Policy](#) shall normally be

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Inasmuch as the Technical Colleges exist primarily to serve the residents of Georgia, out of state students shall be enrolled on a space-available basis.

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## International Students

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International students are students who are legal residents of a foreign country and have no intention of legally changing their residence. These students are temporarily in the United States for the sole

purpose of pursuing a course of study that is consistent with section 214.2(f). The college must apply and agree to report to the Attorney General the termination of attendance of each international student through established procedures for SEVIS reporting.

Foreign and international students who are not residents of the United States and are in the United States pursuant to a temporary visa classification shall pay a tuition amounting to four (4) times that paid by a resident of Georgia. The Commissioner or President may grant an exception which waives the 4-times tuition rate. These students may pay in-state rates, but are not eligible for HOPE.

For fee purposes, foreign students who are living in this country under a visa classification permitting permanent residency shall have the same privilege of qualifying for resident as United States citizens.

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