

Dean Alford, <i>Chair</i> Paul Holmes, <i>Vice Chair</i> Shaw Blackmon Pepper Bullock Don Chapman Ben Copeland Lynn Cornett Tommy David Mary Flanders Dan Israel Cedric Johnson	McGrath Keen Chunk Newman Otis Raybon Sandra Reed Sylvia Russell Earl Smith Michael Sullivan Carl Swearingen Ben Tarbutton Dinah Wayne
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MINUTES

1800 Century Place, Suite 400
 Atlanta, GA «» September 2, 2010
 1:00 PM

Absent: Pepper Bullock, Cedric Johnson, Sylvia Russell and Ben Tarbutton

I. WELCOME AND CALL TO ORDER

Dean Alford, Chair

Pursuant to the date, time and place stated above, Chairman Dean Alford called the State Board meeting of the Department of Technical and Adult Education, the Technical Collage System of Georgia (TCSG) to order. The first order of business was to approve the minutes for the August 5, 2010, meeting.

II. CHAIRMAN'S COMMENTS

Dean Alford, Chair

Mr. K. S. Kim, senior vice president, Kia Motors Manufacturing Georgia, Inc., was unable to attend today's meeting to receive a resolution expressing the Board's appreciation of Kia's generous donation of 20 all-new 2011 Kia Sorento automobiles to the TCSG colleges' automotive programs. Chairman Alford asked for a motion to adopt the State Board's resolution of appreciation for Kia's generous gift, which passed unanimously. Commissioner Jackson read a letter from Mr. Kim expressing his gratitude to Chairman Alford and the State Board for the resolution. (See Attachment A and B)

Chairman Alford thanked the presidents for their participation in the committee meetings. He also stated that the Board benefits from the knowledge the presidents bring to the committees.

In August, Chairman Alford informed the Board that Savannah Technical College's Culinary Arts program participated in a national competition in Los Angeles. He was proud to announce that the team won a silver medal. Chairman Alford asked Dr. Kathy Love, president, Savannah Technical College, to extend congratulations on behalf of the Board to the team.

Chairman Alford stated that he met with Mrs. Wanda Barrs, chair of the State Board of the Georgia Department of Education, and Mr. Willis Potts, chair of the Board of Regents, to explore ways to improve seamless education in Georgia from a policy perspective. Collectively, they met with Governor Perdue to discuss the issues surrounding seamless education and Governor Perdue has appointed a council at the board level to identify issues to improve and strengthen student success. Mr. Alford has asked Mr. Don Chapman and the members of the

Education Liaison Committee to spearhead the TCSG's efforts to identify the big issues for students from our perspective that need to be addressed and presented to the council. A consultant will be engaged to help formulate a plan that will be taken to the new governor.

Chairman Alford announced that the Board would move into an executive session later during the meeting to discuss several personnel issues. He then asked Commissioner Jackson for his comments.

III. COMMISSIONER'S COMMENTS

Ronald W. Jackson

Commissioner Jackson informed the Board that the presidential search for Southwest Georgia Technical College is underway. He has a meeting on September 7 with the local search committee consisting of three local board members and three foundation members. The position was announced internally within the system in order to give potential leaders within the system an opportunity to apply for the position. Six good, strong applications from throughout the state were received. The Commissioner said that he hoped to be able to make a recommendation for the Board's consideration in October.

The Commissioner proceeded to give an update on GA Education TV. The program was made possible by a \$360,000 grant from One Georgia Authority. Five high schools were selected to participate in the program. Those were Tift County, White County, Lincoln County, Colquitt County, and Putnam County high schools. The intent is to have 30 high schools participating in the program. The second round of letters are being prepared and expected to go out this week. During the first round, we received 27 applications. However, many of them did not meet the the criteria. We feel certain that we will receive enough applications to fill the remaining available slots. The five high schools that received a grant have programs that are fully operational.

The HOPE and Immigration committees have met. The committees consist of TCSG college presidents and system office staff. A HOPE update for the Board is expected in October or November. The presidents input on the HOPE Committee will be instructive as we move forward with work on the larger HOPE Study Committee that was initiated by the General Assembly and the Georgia Student Finance Commission.

Georgia was a winner in the Race to the Top federal grant program. The State will receive \$400 million. The TCSG participated in the grant writing, and along with other education agencies. The TCSG will be actively involved in the longitudinal data system development.

The TCDA-TCFA Leadership Conference is October 20-22 in Macon. Mr. Hal Plotkin, senior policy advisor to Ms. Martha Kanter, Under Secretary of Education, has agreed to be a keynote speaker. Additionally, gubernatorial candidates Roy Barnes and Nathan Deal are said to have accepted invitations to participate in a leadership forum at the conference. Commissioner Michael Thurmond, GA DOL, and U.S. Senator Johnny Isakson have been invited to participate in a senatorial forum.

IV. COMMITTEE REPORTS

Committee Chairs

- **ACADEMIC AFFAIRS**

McGrath Keen

A. Approval of Diplomas and Degrees:

Mr. McGrath Keen gave the committee report and presented the motions for consideration. The committee discussed the Q2S initiative in detail as it relates to Phase II of the staff development training that is progressing as scheduled.

Upon recommendation by the committee, the State Board approved the college requests listed below to offer diploma and degree programs be approved effective the quarter specified for each request. Any fiscal requirements to begin these programs must be approved through the standard budget approval process.

Approval of Diplomas and AAS Degrees

Atlanta Technical College (Main Campus)

Degree program in Bioscience Technology, effective Fall 2011.

Columbus Technical College (Main Campus)

Degree program in Physical Therapy Assistant, effective Fall 2011.

Moultrie Technical College (Tifton Campus)

Diploma program in Alternative Electrical Systems Technology, effective Fall 2010.

Diploma program in Alternative Fuel Systems Technology, effective Fall 2010.

Diploma program in Green Building Technology, effective Fall 2010.

(Worth County Campus)

Diploma program in Computer Support Specialist, effective Summer 2010.

Savannah Technical College (Main Campus)

Degree program in Fire Science Associate Degree, effective Fall 2010.

Southern Crescent Technical College (Flint River Campus)

Degree program in Emergency Management, effective Winter 2011.

Diploma program in Emergency Management, effective Spring 2011.

Degree program in Fire Science, effective Spring 2011.

Diploma program in Fire Science, effective Spring 2011.

Diploma program in Firefighter/EMT, effective Spring 2011.

(Griffin Campus)

Degree program in Emergency Management, effective Winter 2011.

Diploma program in Emergency Management, effective Spring 2011.

Degree program in Fire Science, effective Spring 2011.

Diploma program in Fire Science, effective Spring 2011.

Diploma program in Firefighter/EMT, effective Spring 2011.

West Georgia Technical College (Carroll Campus)

Diploma program in CNC Technology, effective Fall 2010.

(LaGrange Campus)

Diploma program in CNC Technology, effective Fall 2010.

B. Approval of Technical Certificates of Credit

Upon recommendation by the committee, the State Board approved the college requests listed below to offer technical certificates of credit be approved effective the quarter specified for each request listed below.

➤ **Approval of Technical Certificates of Credit**

Altamaha Technical College (Camden County Campus)

TCC program in Naval Mechanical Apprentice, effective Summer 2010.

TCC program in Naval Pipefitter Apprentice, effective Summer 2010.

TCC program in Naval Structural Apprentice, effective Summer 2010.

Athens Technical College (Main Campus)

TCC program in Eligibility Determination Specialist, effective Fall 2010.

Atlanta Technical College (Main Campus)

TCC program in Bioscience Environmental Laboratory Technologist, effective Fall 2011.

TCC program in Bioscience Regulatory Assurance Technologist, effective Fall 2011.

Georgia Northwestern Tech College (Walker County Campus)

TCC program in HIT Coding Associate, effective Fall 2010.

Moultrie Technical College (Main Campus)

TCC program in Patient Care Assistant, effective Summer 2010.

(Tifton Campus)

TCC program in Biofuels Technician, effective Fall 2010.

TCC program in Energy Management Technician, effective Fall 2010.

TCC program in Geo/Solar Thermal Systems Installer, effective Fall 2010.

TCC program in Patient Care Assistant, effective Summer 2010.

TCC program in Photovoltaic Systems Technician, effective Fall 2010.

TCC program in Small Wind Power Systems Technician, effective Fall 2010.

(Turner Campus)

TCC program in Patient Care Assistant, effective Summer 2010.

(Worth County Campus)

TCC program in Patient Care Assistant, effective Summer 2010.

Okefenokee Technical College (Main Campus)

TCC program in Information Security Specialist, effective Winter 2011.

Savannah Technical College (Main Campus)

TCC program in Fire Fighter I, effective Fall 2010.

TCC program in Fire Fighter II, effective Fall 2010.

Southern Crescent Technical College

(Flint River Campus)

TCC program in Fire Fighter II, effective Fall 2010.

(Griffin Campus)

TCC program in Fire Fighter II, effective Fall 2010.

C. Program Terminations

Upon recommendation by the committee, the State Board approved the college requests listed below to terminate diploma and degree and Technical Certificate of Credit programs effective as stated for each program. The documents for program terminations have been shared with the Facilities Management Office of the Technical College System of Georgia.

➤ **Termination of Diplomas and AAS**

Georgia Northwestern Tech College

(Walker County Campus)

Diploma program in Machine Tool Technology, effective 201201.

Gwinnett Technical College

(Main Campus)

Diploma program in Automotive Technology, effective 201212.

Degree program in Sports and Recreation Management, effective 201212.

Diploma program in Sports and Recreation Management, effective 201212.

Heart of Georgia Technical College

(Main Campus)

Diploma program in Marketing Management, effective 201102.

Southern Crescent Technical College

(Flint River Campus)

Degree program in Administrative Office Technology, effective 201102.

Diploma program in Business Office Technology, effective 201102.

Diploma program in Electronics Fundamentals, effective 201104.

Degree program in Management/Supervisory Development, effective 201102.

Diploma program in Management/Supervisory Development, effective 201104.

Degree program in Medical Assisting, effective 201104.

Diploma program in Public Works Civil Technology, effective 201104.

(Griffin Campus)

Degree program in Information Security Specialist, effective 201102.

Diploma program in Information Security Specialist, effective 201104.

➤ **Termination of Technical Certificates of Credit**

Central Georgia Technical College

(Crawford County Center)

TCC program in Aircraft Assembly Technician, effective 201101.

(Macon Campus)

TCC program in Biomedical Electronics Technology, effective 201101.

TCC program in Computerized Print Production, effective 201004.

TCC program in Production Mechanic, effective 201101.

TCC program in Retail Merchandise Manager, effective 200904.

(Milledgeville Campus)

TCC program in Master Mechanic Technician, effective 201101.

Georgia Northwestern Tech College

(Floyd County Campus)

TCC program in Commercial Truck Driving, effective 201103.

(Polk County Campus)

TCC program in Commercial Truck Driving, effective 201103.

(Walker County Campus)

TCC program in Lathe Operator, effective 201201.

TCC program in Mill Operator, effective 201201.

Gwinnett Technical College

(Main Campus)

TCC program in Automotive Service Electrical Systems Assistant, effective 201212.

TCC program in Basic Automotive Service Technician, effective 201212.

TCC program in Child Development Associate I, effective 201104.

Heart of Georgia Technical College

(Main Campus)

TCC program in Document Design and Production, effective 201102.

TCC program in Health Care Assistant, effective 201102.

Sandersville Technical College

(Jefferson County Center)

TCC program in Video Production Assistant, effective 201101.

South Georgia Technical College

(Crisp County Campus)

TCC program in Hemodialysis Patient Care Specialist, effective 201101.

(Main Campus)

TCC program in Advanced CAD Operator-Architectural, effective 201104.

TCC program in Advanced General Machinist, effective 201104.

TCC program in Computer Forensic and Investigation Specialist, effective 201104.

Southern Crescent Technical College

(Flint River Campus)

TCC program in Entrepreneurship, effective 201102.

TCC program in Public Works Civil Technician Aide, effective 201002.

(Griffin Campus)

TCC program in Basic Dental Assisting, effective 201102.

TCC program in Dental Infection Control Specialist, effective 201102.

TCC program in Entrepreneurship, effective 201102.

TCC program in Group Performance Specialist, effective 201102.

TCC program in Patient Care Assisting, effective 201104.

TCC program in Pro/E Design Modeling, effective 201102.

- **ADULT EDUCATION**

Mary Flanders

Mrs. Mary Flanders gave the committee report. She briefly discussed the 21st Century initiative of the GED program offering GED tests online. She indicated that this will probably become the standard method of testing in the near future. Mrs. Flanders drew the Members' attention to the GED Statistical Report, and announced that the Adult Family Literacy Week is September 13-17, 2010. A proclamation will be received from the Governor's Office for the event. Mr. Andy Parsons, Ms. Suzette Moore and Davida Shelton, system office staff, made a presentation on Georgia's state of the art data management system (GALIS) for the Adult Education program. The committee suggested that the system pursue federal support to share the development of the system with other states needing a student management information system.

The Shirley Carver Miller Scholarship awards have been made to individuals at Altamaha and Southwest Georgia Technical Colleges. The Haralson County CLCP again awarded a car to a graduating high school senior as part of their Stay in School program. Before the program was implemented four years ago, the Haralson County High School graduating rate averaged about 48 percent. Last year, the graduation rate increased to about 75.5 percent.

- **EXTERNAL AFFAIRS AND ECONOMIC DEVELOPMENT**

Paul Holmes

Mr. Paul Holmes gave the committee report. The committee began with an update from Mike Light, executive director, Communications Office of the TCSG. Their office is currently focused on the Q2S initiative. Two commercials have been produced that will be aired over local cable channels and as public service announcements. All of the colleges now have Q2S links on their websites.

Ms. Pam Griffin, corporate/contract training director, Quick Start, gave the committee an economic development update. During the month of August, there were eight prospects for a potential of 730 new jobs and there were five announcements for a total of 1,650 new jobs. Mr. Russell Vandiver, interim president at Lanier Technical College, promised that an economic development announcement will be forthcoming coming from the Hall County area in the very near future. Mr. Vandiver also discussed the Featherbone Communiversity located in Gainesville. Featherbone Communiversity provides a forum for people to explore their diversity, discover commonalities and create a powerful dynamic that can change neighborhoods and communities. Mr. Holmes stated that Mr. Vandiver extended an invitation to the Board to visit the facility.

- **FACILITIES AND REAL ESTATE**

Michael Sullivan

Mr. Michael Sullivan gave the community report. He spoke highly of the capital outlay process. The capital outlay priorities were included in the commissioner's budget presentation. Mr. Sullivan then presented the following motions for Board approval.

**APPROVAL OF BOND SALE RESOLUTION FOR THE ISSUANCE
OF GEORGIA GENERAL OBLIGATION BONDS 2010A&B**

Upon recommendation by the committee, the Board adopted the Resolution for the issuance of State of Georgia General Obligation Bonds 2010A&B by the Georgia State Financing and Investment Commission totaling \$116,890,000 as listed below. Mr. Sullivan Discussed the capital outlay process and the list that was presented in the budget presentation

by Commissioner Jackson during the Committee of the Whole.

Project Total	Amount	Bond Sale Amount
Equipment for projects under construction	\$20,965,000	\$ 9,965,000
Replace obsolete equipment	\$ 7,500,000	\$ 7,500,000
Major Repairs and Renovations MRR Center for Health Sciences, Milledgeville Campus, Central Georgia Technical College	\$10,000,000 \$17,680,000	\$ 10,000,000 \$16,180,000
Medical Technology Building, Griffin Technical College	\$ 19,315,000	\$17,815,000
Allied Health Building, Moultrie Technical College	\$ 9,540,000	\$ 8,940,000
Health Sciences and Business Development Center, Sandersville Technical College	\$10,200,000	\$ 8,700,000
Classroom Building and Truck Driving Range, Altamaha Technical College, Brunswick, Glynn County	\$ 14,375,000	- 0 -
Classroom Building and Truck Driving Range, West Central Technical College, Newnan, Coweta County	\$ 8,480,000	\$ 7,980,000
Catoosa County Campus, Northwestern Technical College (Design)	\$ 3,000,000	\$ 1,500,000
Catoosa County Campus, Northwestern Technical College (Construction)	\$ 8,900,000	\$ 8,900,000
Career Academies	\$15,000,000	\$ 7,500,000
Renovate Parker-Nellis, Clarkesville Campus, North Georgia Technical College	\$ 6,600,000	\$ 660,000
Health Services Center and Library, Southeastern Technical College, Swainsboro Campus, Emanuel County (Design)	\$ 500,000	\$ 500,000
New Charter Career Academies	\$ 9,000,000	\$ 4,500,000
Health Sciences Building, Ogeechee Technical College	\$ 6,050,000	\$ 4,550,000
HVAC Renovation, West Georgia Technical – Carrollton Campus and LaGrange Campus	\$ 1,700,000	\$ 1,700,000
	<u>\$168,805,000</u>	<u>\$116,890,000</u>

B. APPROVAL OF CONTRACTS

1. Savannah Technical College: Upon recommendation by the committee, the Board authorized the Commissioner to execute a contract with Weatherproofing Technologies, Inc., Suwanee, Georgia, for construction of Project “Human Resources Suite,” Savannah Technical College, in the amount of \$104,393.00. Fund Source: MR/R Bond Funds

• **GOVERNANCE, COMPLIANCE AND AUDIT**

Sandra Reed

Dr. Sandra Reed gave the committee report. She presented the following motions for Board approval.

1. Approval of Mission Statement

Central Georgia Technical College – Upon recommendation by the Committee, the Board approved the proposed Mission Statement for Central Georgia Technical College.

Proposed Mission Statement:

Central Georgia Technical College (CGTC) is a member of Georgia's system of technical colleges and an institution of higher education that supports the educational, economic, and community development of its [seven-county service area](#). CGTC accomplishes its mission by providing quality academic and technical education, **student support services**; customized business and industry services, continuing education, and adult education services **through traditional and distance modes of delivery, which** ~~that~~ are responsive to the workforce needs of the **public and private sectors**: ~~citizens, businesses, and~~ ~~industries~~.

2. Motion to Approve Policies:

Upon recommendation by the Committee, the Board approved the proposed revisions to the following policies that were placed on the table at the August 5, 2010 meeting:

Direct Deposit of Pay;

IV.G. Technical College Calendars;

II.C.10 Firearms, Weapons, and Explosives Policy; and

V.K. Student Tuition and Fees

➤ **Technical College System of Georgia**

Direct Deposit of Pay Policy – III. U. 2.

Revision Approved by President’s Council – July 13, 2010

I. Policy

In response to an April 2010 directive from the State Accounting Officer and Commissioner of the State Personnel Administration, all full- and part-time Technical College System of Georgia (TCSG) employees hired on or after May 1, 2010 shall be required, as a condition of employment, to use direct deposit to receive all payroll related payments unless specifically exempted by the State Accounting Officer. At the discretion of the TCSG System Office or employing technical college, all such employees may also be required to have all other reimbursements (e.g., travel) directly deposited.

All employees hired prior to May 1, 2010 are subject to the same mandate; however, any employee who fails to adhere to the directive will continue to receive a paper check for associated wages. In these instances, pay delivery will be delayed as described in Paragraph

V. B. 6. At the discretion of the TCSG System Office or employing technical college, these employees may be also required to have all other reimbursements (e.g., travel) directly deposited.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Direct Deposit: The automatic deposit of net salary, hourly wages, or travel reimbursements to an employee's individual bank or financial institution account by electronic means.

Off-Cycle Check: A check for wages generated at any point in the calendar month other than an established pay day.

Immediate Supervisor: A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

Paycheck: A check for net pay and a statement indicating the amount of gross pay, authorized deductions, and, if applicable, leave balances.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

Terminal Leave Pay: Payment for accrued, but unused, Annual Leave upon an employee's separation from employment with the System Office or technical college. Terminal Leave Pay is not generated in response to an employee's transfer to another Executive Branch agency or to another technical college associated with the Technical College System of Georgia.

Other Reimbursement: Expenses (i.e., meals, lodging, mileage, transportation, and miscellaneous expenses) reimbursed consistent with the Statewide Travel Regulations developed by the Office of Planning and Budget and State Accounting Office Regulations and, as applicable, technical college procedures/processes.

IV. Attachments

Direct Deposit Authorization Agreement (Technical College)

- B. Direct Deposit Authorization Agreement (System Office)
- C. Direct Deposit Notification Form (Technical College)
- D. Direct Deposit Notification Form (System Office)
- E. Direct Deposit Personal Exemption Request Form (Technical College)
- F. Direct Deposit Personal Exemption Request Form (System Office)

V. Procedures

A. Participation:

1. Any individual hired or rehired on or after May 1, 2010 in a salaried or hourly-paid position shall, as a condition of employment, complete the appropriate Direct Deposit Notification Form (Attachment C or D) and must enroll in direct deposit within thirty (30) calendar days from the effective date of his/her appointment.

A new or rehired employee has an opportunity to request an exemption using the process outlined in paragraph V.B.; however, if he/she fails to meet the above referenced standards or maintain participation in direct deposit throughout the duration of his/her employment, he/she shall be subject to disciplinary action up to and including dismissal.

2. All employees hired prior to May 1, 2010 and not currently participating in the direct deposit program should enroll no later than June 1, 2010. Any employee who fails to enroll within this time period or who fails to request an exemption shall continue to receive a paper check for all associated wages. However, beginning July 1, 2010, all subsequent paper checks will be mailed directly to the employee by the State Accounting Office. The mailing will not occur until the System Office's or employing technical college's established pay day(s).

3. To initially enroll in direct deposit, an employee must complete a Direct Deposit Authorization Agreement (Attachment A or B).

4. No mandatory annual leave balance shall be established to govern an employee's initial or continued participation in the direct deposit program.

5. Based on a recommendation of an employee's immediate supervisor or reviewing manager, the System Office or technical college's Office of Human Resources may temporarily discontinue an employee's participation in the direct deposit program if the salaried employee has a low leave balance and is likely to be placed in a Leave Without Pay status for one or more scheduled work days during an established pay period due to previous or scheduled, authorized or unauthorized absence(s). All paper check(s) generated as a result of this action shall be processed consistent with State Accounting Office guidelines referenced in Paragraph V.B.6.

Personal Exemption Requests

1. An individual/employee desiring to be exempt from the direct deposit mandate must submit a Direct Deposit Personal Exemption Request Form (Attachment E or F) to the State Accounting Office by facsimile (770-359-5944) or electronic mail (stateaccountingoffice@sao.ga.gov). A copy of the Request Form should be provided to the System Office/Technical College Office of Human Resources.
2. All newly hired or rehired employees must submit Attachment E or F within thirty (30) calendar days of the date of his/her appointment. As noted in Paragraph V.B.3.,

employees hired prior to May 1, 2010 must submit an exemption request on or before June 1, 2010 by facsimile or electronic mail.

3. If an employee's justification for requesting an exemption is that he/she is unable to obtain a bank account, the employee must submit a letter or other documentation from a financial institution supporting this contention with the completed Direct Deposit Personal Exemption Request Form.
4. If the basis for an employee's exemption request is an extreme hardship, a letter to the State Accounting Officer should accompany the completed Direct Deposit Personal Exemption Request Form. NOTE: Neither personal preference; concerns regarding any costs associated with establishing and/or maintaining a bank account; or, a desire to withhold compensation-related information from a spouse or other joint accountholder, will constitute an extreme hardship for purposes of receiving an exemption.
5. The State Accounting Officer shall make a decision on the appropriateness of an exemption request no later than fifteen (15) business days following receipt of the Direct Deposit Personal Exemption Request Form. The State Accounting Officer shall correspond directly with the employee via electronic mail regarding his/her decision.
6. Upon receipt and as outlined in the State Accounting Officer's electronic mail message (e-mail), the employee should provide a copy of the e-mail to his/her Office of Human Resources.
7. As referenced in Paragraph V.A.2., an employee granted an exemption will receive a paper check which will be mailed to his/her home mailing address by the State Accounting Office. The check will be dated and mailed on each scheduled System Office/technical college pay day. NOTE: It is an employee's responsibility to ensure that his/her mailing address in the Employee Self Service Module of the Team Georgia connection is accurate.
8. The State Accounting Office assumes no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent. NOTE: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

C. Business Exemption Requests

9. The State Accounting Officer may authorize a business exemption for a given employee or category of employees to accommodate the special business needs of an organization's payroll processing activities (e.g., payment cancellations and re-writes, limited employment period of affected employees, a given category of employees not eligible for direct deposit, etc.).
10. A request for a business exemption may be initiated by the System Office for one or more employees or on behalf of all technical colleges for a given category of employees. A technical college may submit a request on behalf of one or more

employees. Justification for the business exemption should comply with applicable State Accounting Office guidelines referenced in Paragraph V. C. 1.

11. A Business Exemption Request should be submitted to the State Accounting Office for consideration via electronic mail (e-mail) to the following e-mail address: stateaccountingoffice@sao.ga.gov.
12. The e-mail should contain the basis for the request as well as the name of each employee to be exempted as well as his/her employee ID#, and mail drop ID#.
13. The State Accounting Officer or his/her designee will respond to the request by e-mail within the time frame established for personal exemption requests (Paragraph V B.5.). If a request is approved, the exemption will remain in effect until the System Office or technical college informs the State Accounting Office to discontinue the exemption.
14. It will be responsibility of the System Office/technical college Office of Human Resources or technical college Business Office to regularly update the State Accounting Office regarding changes to the list of exempted employees using the format referenced in Paragraph V. C. 4. Included should be the name(s) of all individual(s) to be added to the exemption list as well as those name(s) which should be removed.
15. Paper checks will be issued to all exempted employees in the same manner as for employees receiving a personal exemption (i.e., Paragraph V. B. 6.).
16. The State Accounting Office assumes no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent. NOTE: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

D. Administration:

1. The following checks will not be automatically deposited into an employee's account:
 - a. The first check following enrollment in the direct deposit program;
 - b. The first check after an employee authorizes any change to his/her personal account(s), including a change of banks or financial institutions, changes to the routing number and account numbers of an existing account or, after opening a new account at his/her current bank, financial institution, credit union, etc.;
 - c. An off-cycle paycheck.
2. At the discretion of the System Office or employing technical college, a departing employee's terminal leave pay may be delivered through direct deposit if the projected annual leave payout will occur at the conclusion of a normal payroll cycle, the projected amount accurately reflects the employee's final leave balance, and the System Office/technical college exit process has been completed, including the return of all assigned State property (e.g., equipment, keys, ID, etc.) and materials associated with the position held.

3. Consistent with the provisions of the Direct Deposit Authorization Agreement, the System Office or technical college is authorized to adjust any over/under deposit made to an employee's account.

E. Change(s) to a Direct Deposit Agreement:

1. An employee currently participating in the direct deposit program may add a new direct deposit account, cancel an existing direct deposit account, or modify an existing direct deposit (e.g. change the amount being deposited into an account) by accessing the Employee Self Service module under the Team Georgia Connection; selecting the Self Service Option of the TeamWorks Menu; selecting the Payroll and Compensation Option; and, lastly, selecting the Direct Deposit option.
2. Any System Office or technical college employee with an active garnishment must notify his/her Office of Human Resources or, as applicable, the technical college Business Office before making any change(s) to his/her current direct deposit agreement.
3. When an employee processes a change to his/her initial direct deposit agreement through an electronic transaction as provided in Paragraph V. D. 1., he/she should print a copy of the change (i.e. a print screen of the specific page) and provide the document to the System Office of technical college Office of Human Resources or, as applicable, the technical college Business Office for placement in his/her personnel file.

VI. Records Retention

A completed Direct Deposit Authorization Agreement shall be maintained in an employee's official personnel file with all other employment-related documents.

➤ IV. G. Technical College Calendars



Effective Date: _____

Revises Previous Effective Date: June 7, 2007

I. POLICY:

The educational programs of the Technical Colleges shall operate on an annual **semester** 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.~~ **two semesters (fall and spring). A summer session can be structured according to local preferences.**

~~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.~~

II. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

III. RELATED AUTHORITY:

U. 6. Leave

[O.C.G.A. §20-4-11](#)

[O.C.G.A. §20-4-14](#)

IV. DEFINITIONS:

V. ATTACHMENTS:

http://www.tcsgsemester411.com/internal/documents/Q2S_Calendar.pdf

VI. PROCEDURE:

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.

College Calendar Parameters

- ~~2008~~
- ~~2009~~
- ~~2010~~
- 2011
- 2012

VII. RECORD RETENTION:

➤ **II. C. 10. Firearms, Weapons, and Explosives Policy**



Draft Revision – July 9, 2010

I. Policy

The Technical College System of Georgia (TCSG) and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting

the possession of a firearm, weapon, or explosive compound/material **in the TCSG System Office** or on any technical college campus (including all satellite campuses and off-site work units) or at any technical college sanctioned function in a manner contrary to state or federal law.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Contractor: an independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on technical college property or at a technical college workplace including any sanctioned event.

School Safety Zone: ~~in, on, or within 1000 feet of any technical college campus, satellite campus, or other designated worksite.~~

Explosive Compound: any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Government Building: the building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or, the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: an office, agency, authority, department, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Knife: as defined in O.C.G.A. 16-11-127 regarding the prohibition of carrying a deadly weapon in an unauthorized location (e.g., a Government building) - a cutting instrument designed for the purpose of offense and defense consisting of a blade that is greater than five inches in length which is fastened to a handle.

Long Gun: a firearm with a barrel length of at least 18 inches and overall length of at least 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e. shotgun shell or

metallic cartridge) provided, however, that the term shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Weapon: within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: the TCSG System Office or any technical college campus, satellite or off-site work location, or any technical college sanctioned function.

IV. Attachment

V. Procedures

A. General Provisions

1. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on technical college property to include all campus and off-site work locations; at a technical college sanctioned function; or, on a bus or other means of transportation furnished by the college.
2. Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.
3. A technical college president (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-127.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.
4. As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term "Weapon" during classroom instruction.
5. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following in the System Office or on technical college property to include all campus and off-site work locations, or at any college sanctioned function:
 - a. any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;

- b. any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
- c. any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
- d. any explosive compound/material defined in O.C.G.A. 16-7-81; or,
- e. any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

6. Personal Possession (Carrying) of a Weapon – the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit any individual (e.g., staff, student, etc) to carry a weapon **on their person in the System Office or** on any technical college campus, satellite campus or other work site, or at any college sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, **or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.G.A. 16-11-130.**

7. Vehicle in Transit – an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property.

8. Parked Vehicle – the driver of a vehicle parked on the property of any technical college (including the personal vehicle of a student, System Office, or technical college employee) may keep a firearm in his/her vehicle provided the weapon is locked out of sight within the vehicle's trunk, glove box, or other enclosed compartment or areas within the vehicle. Note: this provision applies to those drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

B. Corrective Action

1. Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

2. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

3. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.
4. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the **System Office** and/or affected technical college, as well as possible criminal prosecution.

C. Notification Requirements

Each technical college shall post signage **at each campus and off-site work location** those that firearms, weapons, and unlawful explosive compounds are prohibited. Each technical college must develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:

1. Implications of State law prohibiting firearms, weapons, and unlawful explosive compounds on college property, at off-site work locations, or at college sanctioned functions.
2. Possible penalties associated with violations of this policy.
3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

VI. Records Retention

➤ **V. K. Student Tuition and Fees**



Effective Date: ~~March 4, 2010~~ **September 2, 2010**

Revises Previous Effective Date: March 5, 2009

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.

II. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia.

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](#)

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); "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc.), 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.

Exemption: Not charging tuition and/or fees based on a certain type of student or course.

Full Time Student: A student who takes twelve or more credit hours in any given quarter is considered a Full Time Student.

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.

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 Technical College System of Georgia.

Mandatory fees: Fees which are paid by all students as required by the Technical College System of Georgia. Mandatory fees shall include, but are not limited to, the instructional support and technology fee, application fee, registration fee, student activity fee and the student accident insurance fee.

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.

Waiver: A mandatory or non-mandatory fee normally charged to students that the president may elect to not require the student to pay.

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. Students who have not made payment for all assessed fees should be encouraged to sign authorizations allowing these fees to be taken out of state and/or federal student aid or obtain a third party agreement. After all payment options have been exhausted, students with unpaid fees by the payment deadline must be purged from enrollment records for the quarter. The payment deadline is before the first instructional day of the quarter.
2. The State Board shall annually review and establish tuition, and other mandatory HOPE eligible fees charged by all technical colleges. Local boards should approve and recommend annually to the Commissioner non-HOPE eligible fees.
3. All State and local board approved tuition and fees shall be charged unless exempted by TCSG 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.
6. Tuition will be assessed up to and including 15 credit hours each quarter. Technical colleges will not charge tuition for hours taken over 15 credit hours.

B. Georgia Students:

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

C. Out of State Students:

1. Students who are classified as Out of State students under TCSG'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.
4. All fees, other than tuition, shall be the same as for a Georgia Student.
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.

E. Waiver of Student Tuition and Fees:

1. The Commissioner may develop procedures authorizing the waiver of student tuition or fees upon good cause.
2. 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 and fees such that they pay the same tuition rate as an Out of State Student.

F. Exemption of Tuition and Fees:

1. Georgia Students over sixty-two (62) years of age who are otherwise qualified may attend technical colleges, for credit courses only, without charge or payment of tuition on a space available basis.
2. Adult Education 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.
3. Students who are enrolled solely in courses offered online and or who otherwise do not utilize campus facilities shall not be charged the student activity fee.
4. Dually enrolled or jointly enrolled high school students shall not be charged the instructional and support technology fee.

G. Refunds of Tuition and Fees:

1. Students withdrawing from a course by the end of the third instructional day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 15 hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar.
2. Students who withdraw from a course after the third instructional day of the quarter shall receive no refund.
3. For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at www.ifap.ed.gov under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

H. 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.

VII. **RECORD RETENTION:**

3) Motion to review and approve Local Board Member Appointments/Reappointments.

Upon recommendation by the committee, the Board approved the following Local Board Member Appointments/Reappointments as requested by the colleges listed below.

➤ **Local Board Member Appointments/Replacements**

- A. Athens Technical College, (replacement)**
Terry Chandler, Madison County, expiration June 30, 2011
- B. Atlanta Technical College (appointment)**
Meredith Mays, Fulton County, expiration June 30, 2013
- C. Augusta Technical College (replacement)**
Velvet Perry, Richmond County, expiration June 30, 2011
- D. Central Technical College (appointments)**
Michael Bowers, Bibb County, expiration June 30, 2013
Deborah Revis, Baldwin County, expiration June 30, 2013

Charlie Ross, Baldwin County, expiration June 30, 2013

E. Gwinnett Technical College (appointment)

Al Nash, North Fulton County, expiration June 30, 2013

F. Ogeechee Technical College (appointment)

Raymond Mayfield, Evans County, expiration June 30, 2013

G. West Georgia Technical College (appointments)

Chip Jakins, Carroll County, expiration June 30, 2013

Rochelle Robinson, Douglas County, expiration June 30, 2013

• **OPERATIONS, FINANCE AND PLANNING**

Tommy David

Mr. Tommy David gave the committee report. He presented the following motions for State Board approval.

A AFY2011 and FY2012 Budget Submissions

Upon recommendation by the committee, the State Board approved the Technical College System of Georgia budget submissions for Amended Fiscal Year 2011 and for Fiscal Year as recommended by Commissioner Jackson, which also includes the capital outlay request of \$60,642,000. (See Attachment C)

tem Office Request

Upon recommendation by the committee, the State Board authorized the Commissioner to pay the Board of Regents for the GALILEO (Georgia Library Learning Online System) renewal fees for the time period July 1, 2010 – June 30, 2011; cost \$602,983. *State funds are available for this expenditure.*

C. Technical College Expenditure Requests

Upon recommendation by the committee, the State Board authorized the Commissioner to purchase the designated items or execute the requested contracts for the technical colleges listed below at a cost not to exceed the amount stated by each college.

1.2. Athens Technical College; total expenditures \$271,666.00 –

1) 148 computers/monitors from Lenovo Inc. for new Industrial Technology Building; cost \$137,640.00. *Bond funds are available for this expenditure.*

2) Wheel service and diagnostic alignment equipment from Mohawk Resources for Diesel Technology program in new Industrial Technology Building; cost \$134,026.00. *Federal grant funds are available for this expenditure.*

3-4. Columbus Technical College; total expenditures \$408,350.00 – Bond funds are available for these expenditures.

- 3) 281 ThinkCenter computers and flat panel monitors from Lenovo Inc. for new Health Science building; cost \$252,619.00.
- 4) Medical equipment from McKesson Medical for Nursing, Surgical, and Allied Health programs; cost \$155,731.00.

5-7. **Lanier Technical College; total expenditures \$834,214.00 – Bond funds are available for these expenditures.** Lanier Tech has a new building on the Forsyth Campus that was completed in June. Computers, furnishings, and A/V equipment are needed for the completion of this project. The areas included in the new building include a conference center, meeting rooms, banquet room, board room, business center, student classroom/labs, faculty/staff offices, break & workrooms, audio visual room, and mailroom.

- 5) Kitchen equipment including appliances, storage units, dishes, and tableware from Atlanta Fixtures & Sales for use in the conference center, boardroom, and meeting rooms; cost \$134,819.00.
- 6) 63 desktop computers, 80 laptops, and 3 laptop storage carts from Dell Computer for classroom/lab instruction and conference center; cost \$169,949.00.
- 7) Purchase and installation of audio visual equipment from Summit Systems for new building; cost \$529,446.00.

8. **Moultrie Technical College** – Various system trainers and equipment from Southern Educational Systems for the Biofuels and Alternative Energy areas of instructional programs associated with Green Technology; cost \$219,007.00. **Federal grant funds are available for this expenditure.**

- **APPEALS** *Shaw Blackmon*
Mr. Shaw Blackmon stated there was no report to be given at this time.

- **CAREER ACADEMIES** *Sandra Reed*
Dr. Sandra Reed reported that the Career Academies Committee met today and that the selection process cycle has begun. Also, an educational program was held for the grant writing process.

Dr. Reed then briefly discussed the Ford PAS (Ford Partnership for Advanced Studies) program – Next Generation Learning, which provides a curriculum for alternative methods of teaching subject material in the classroom. Dr. Reed explained that this has been added to the list of requirements suggesting that the Ford PAS curriculum be integrated into the Career Academies grant applications. The applications are due September 13 at 5:00 p.m. The final selections should be forthcoming to the board in the next couple of months.

- **EDUCATION LIAISON** *Don Chapman*
Mr. Don Chapman gave the committee report. The committee met today to discuss the ad-hoc council established by Governor Perdue, which is composed of board members from Pre-K, the Department of Education, the Technical College System of Georgia, and the Board of Regents. The goal of the council is to explore issues and make recommendations regarding removing the barriers to seamless education in Georgia. The Education Liaison Committee recommended that TCSG put forth our interest in seamless education (associate degrees, articulation and transfer issues, and dual credit/enrollment) to the council for consideration. The committee charged sub-

groups to develop a short white paper on each topic for the October 7 Board meeting. If approved, the plan is to develop a position statement from the TCSG around these issues to the council. The council's first action item is work with the AEAH to recommend a facilitator to assist with its deliberations on seamless education in Georgia.

OTHER BUSINESS

Dean Alford, Chair

At 1:40 p.m. a motion was made and approved to move the meeting into an Executive Session to discuss personnel issues. The Board reconvened at 1:50 p.m. (See Attachment D)

Chairman Alford asked Commissioner Jackson to make his personnel recommendations to the Board. Commissioner Jackson asked the Board to approve his appointment of Mr. Russell Vandiver as the permanent president of Lanier Technical College. A motion was heard and the Board unanimously approved Commissioner Jackson's appointment of Mr. Vandiver as the permanent president of Lanier Technical College, effective immediately.

Commissioner Jackson proceeded to request that the Board approve the appointment of Dr. Randall Peters, president of Heart of Georgia Technical College, as the permanent president of Southern Crescent Technical College, effective October 1. A motion was heard and the Board unanimously approved Commissioner Jackson's appointment of Dr. Randall Peters as the permanent president of Southern Crescent Technical College. Commissioner Jackson has appointed Mrs. Beth Crumpton to serve as interim president at Heart of Georgia until a permanent president is selected.

Chairman Alford then asked Mr. Carl Swearingen, former chairman of the State Board, to make an additional motion from the Executive Session. Mr. Swearingen stated that during the past two and a half years, the State Board of the Department of Technical and Adult Education, the Technical College System of Georgia, has had the great fortune to have a leader of the department who has great vision, courage, and integrity. Commissioner Jackson is someone who understands the budget process, the Governor's agenda, and the needs of the citizens of this great state. In January 2008, Jackson became the interim commissioner of the department. In February 2008, he became the permanent commissioner of the Technical College System of Georgia. Mr. Swearingen recommended that Commissioner Jackson's salary be increased in the amount of \$12,000 annually, effective August 1, 2010. The motion passed unanimously. Chairman Alford expressed his appreciation to Commissioner Jackson for his leadership and all that he does to improve and support the State Board and the Technical College System of Georgia. Commissioner Jackson expressed his gratitude and appreciation for the Board's action.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 2:00 p.m.

Brenda L. Wise
Director, State Board Operations

Attachment A
Technical College System of Georgia



A RESOLUTION

*by the State Board of Technical and Adult Education
in appreciation of the generous donation by Kia Motors Manufacturing Georgia*

- WHEREAS,** the Technical College System of Georgia and Georgia Quick Start have been important partners for Kia Motors Manufacturing Georgia (KMMG) since Kia announced in 2006 that it would build its first North American automotive manufacturing facility in Georgia; and
- WHEREAS,** the TCSG and Georgia Quick Start are committed to continue supporting KMMG's ongoing success through state-of-the-art customized workforce training as well as long-term technical education to develop KMMG's future workforce; and
- WHEREAS,** Quick Start and Kia have collaborated to design, build and operate the Kia Georgia Training Center in West Point, Ga., which the two partners have jointly operated since 2008; and
- WHEREAS,** Georgia's technical colleges have provided a broad range of additional support to Kia Motors Manufacturing Georgia, including providing office space, job fairs, and ongoing program enhancement; and
- WHEREAS,** Quick Start has provided and continues to provide innovative, state-of-the-art training support for KMMG as that company has hired more than 1,700 team members who now produce the best-selling, award-winning, Georgia-made Kia Sorento; and
- WHEREAS,** Kia Motors Manufacturing Georgia has recognized and acknowledged this critical support provided the TCSG and Quick Start by donating 20 all-new Kia Sorentos to the Technical College System of Georgia at a special event held July 28, 2010, at the Kia Georgia Training Center in West Point, Ga.;

NOW, THEREFORE, BE IT RESOLVED by the Members of the State Board of the Technical College System of Georgia, that we hereby express our deepest honor and appreciation to Kia Motors Manufacturing Georgia for their generous donation in support of Technical College System of Georgia students, faculty and staff throughout the state.

IN WITNESS WHEREOF, we have set our hands and caused the State Board of the Technical College System of Georgia seal to be affixed this 2nd day of September, 2010.

*Adopted this 2nd day of September, 2010
Respectfully submitted by:*

Dean Alford, Chairman

J. Paul Holmes, Vice Chairman



State Board of Technical College System of Georgia

Attachment B



KIA MOTORS

Kia Motors Manufacturing Georgia, Inc.
7777 Kia Parkway
West Point, GA 31833
Tel: +1-706-902-7777
Fax: +1-706-902-9999

August 24, 2010

Technical College System of Georgia
Ronald Jackson, Commissioner
1800 Century Place NE Suite 400
Atlanta, GA 30345

Dear Commissioner Jackson,

On behalf of all of the team members at Kia Motors Manufacturing Georgia, Inc., I gratefully acknowledge the honor bestowed upon us by this resolution passed by the State Board of Technical and Adult Education.

The TCSG and Georgia Quick Start have been and will continue to be cornerstone partners in KMMG's success, and your recognition of this partnership is deeply appreciated.

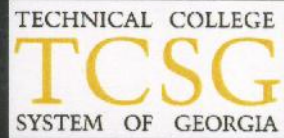
In addition, we very much appreciate the letters we have received from the college presidents, the Board members, and the commissioner's office. It is gratifying to know that our donation will be helping to contribute to the training and education of technical college students.

In closing, I also wish to note how impressed we were to see such abundant newspaper coverage of the all-new 2011 Kia Sorento donation in communities across the state. We wish for everyone to know that the Kia Sorento is made right here in Georgia, and hope that such publicity will help increase enrollment in the technical colleges' Automotive Technology programs.

Thank you again to the State Board of Technical and Adult Education and to Commissioner Ron Jackson and Board Chair Dean Alford for sponsoring and passing this noteworthy resolution.

Sincerely yours,

K. S. Kim
Senior Vice President, H.R. & Administration
Legal/Public Relations



AFY11 & FY12 Budget

Presentation to TCSG State Board
September 2, 2010

1

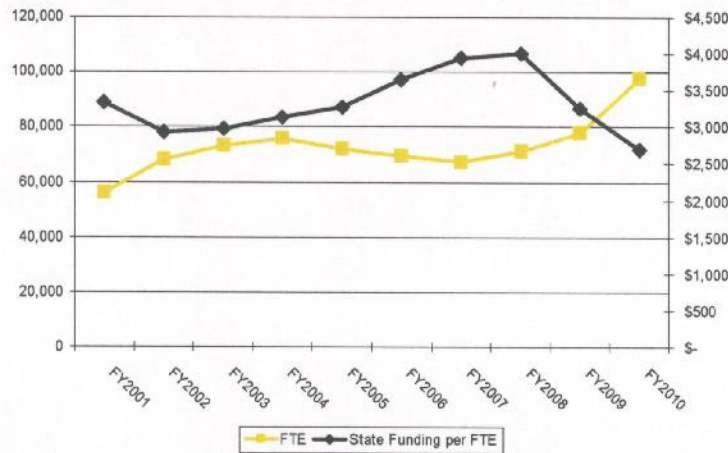
Budget Guidelines

- Submit to the Office of Planning and Budget plans to reduce agency budget by 4%, 6% and 8% for AFY11
 - 4% reduction—\$12,606,718
 - 6% reduction—\$18,910,077
 - 8% reduction—\$25,213,436

2

Budget Priorities

- Retain state funding during a time of accelerated enrollment growth



3

TCSG Agency Budget

- TCSG FY11 Budget per HB948

Administration	\$7,943,826
Adult Literacy	13,363,654
Economic Development	13,307,770
Technical Education	285,295,151
Total	\$319,910,401

4

Technical Education

	4% Cut Level	6% Cut Level	8% Cut Level
Base Budget	\$285,295,151	\$285,295,151	\$285,295,151
Adjusted Budget	280,656,694	280,656,694	280,656,694
Budget Reductions	<u>(11,226,268)</u>	<u>(17,372,830)</u>	<u>(23,519,392)</u>
Total	\$269,430,426	\$263,283,864	\$257,137,302

5

Adult Education

	4% Cut Level	6% Cut Level	8% Cut Level
Base Budget	\$13,363,654	\$13,363,654	\$13,363,654
Adjusted Budget	13,363,654	13,363,654	13,363,654
Budget Reductions	<u>(534,546)</u>	<u>(534,546)</u>	<u>(534,546)</u>
Total	\$12,829,108	\$12,829,108	\$12,829,108

6

Economic Development

	4% Cut Level	6% Cut Level	8% Cut Level
Base Budget	\$13,307,770	\$13,307,770	\$13,307,770
Adjusted Budget	13,307,770	13,307,770	13,307,770
Budget Reductions	(532,311)	(532,311)	(532,311)
Total	\$12,775,459	\$12,775,459	\$12,775,459

7

Administration

	4% Cut Level	6% Cut Level	8% Cut Level
Base Budget	\$7,943,826	\$7,943,826	\$7,943,826
Adjusted Budget	7,839,826	7,839,826	7,839,826
Budget Reductions	(313,593)	(470,390)	(627,186)
Total	\$7,526,233	\$7,369,436	\$7,212,640

8

Budget Impact

- Due to recent budget cuts, future reductions will directly impact personnel.
- Positions eliminated by program:

	4% Cut Level	6% Cut Level	8% Cut Level
Administration	3	5	7
Adult Literacy	12	12	12
Economic Development	6	6	6
Technical Education	203	314	425
Total Positions	224	337	450

9

AFY11 Agency Submission

	4% Cut	6% Cut	8% Cut
Agency Budget	\$319,910,401	\$319,910,401	\$319,910,401
Adjusted Base	315,167,944	315,167,944	315,167,944
Administration	(313,593)	(470,390)	(627,186)
Adult Literacy	(534,546)	(534,546)	(534,546)
Economic Development	(532,311)	(532,311)	(532,311)
Technical Education	(11,226,268)	(17,372,830)	(23,519,392)
Restore GTA Payments	4,742,457	4,742,457	4,742,457
Total Request	\$307,303,683	\$301,000,324	\$294,696,965

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FY12 Budget Guidelines

- Submit budget reductions of 6%, 8%, 10%
 - 6%--\$18,910,077
 - 8%--\$25,213,435
 - 10%--\$31,516,794
- Request workload adjustment (formula) for FY10 growth
- Request capital outlay priorities

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Workload Adjustment

- Personal Services—based on FY10 credit hour growth of 25.7%
 - \$60,399,398
- Operating Expenses—based on square footage growth
 - \$2,559,348
- Total: \$62,958,746

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FY12 Agency Submission

	6% Cut	8% Cut	10% Cut
Agency Budget	\$319,910,401	\$319,910,401	\$319,910,401
Adjusted Base	315,167,944	315,167,944	315,167,944
Administration	(470,390)	(627,186)	(783,983)
Adult Literacy	(801,819)	(801,819)	(801,819)
Economic Development	(798,466)	(798,466)	(798,466)
Technical Education	(16,839,402)	(22,985,964)	(29,132,526)
Workload Adjustment	62,958,746	62,958,746	62,958,746
Restore GTA Payments	4,742,457	4,742,457	4,742,457
Total Request	\$363,959,070	\$357,655,711	\$351,352,353

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Capital Outlay Priorities

College	Project	Total Request
MRR	System Wide	\$ 10,000,000
Obsolete Equipment	System Wide	7,500,000
Equipment for New Facilities	Various	12,259,000
Southern Crescent Technical College	Henry County Campus	5,825,000
Altamaha Technical College	Camden County Campus	14,726,000
Chattahoochee Technical College	Transportation, Logistics and Manufacturing Center	10,332,000
Total		\$ 60,642,000

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Capital Outlay Additional

College Projects for Future Consideration		
College	Project	Total Request
Southeastern Technical College	Health Sciences/Library Project	\$ 8,494,000
Wiregrass Technical College	Coffee County Expansion	11,080,000
West Georgia Technical College	HVAC Renovation - LaGrange Campus	1,000,000
Middle Georgia Technical College	Health Services Facility	17,215,000
Gwinnett Technical College	North Fulton Campus	42,588,000
Ogeechee Technical College	Natural Resources Building	12,103,000
Savannah Technical College	Administrative Annex Renovation	8,783,000
Lanier Technical College	Public Safety, Allied Health and Economic Dev. Bldg	26,263,000
Albany Technical College	Phase II Carlton Renovation	2,041,000
Athens Technical College	Emerging Technologies/Economic Dev. Bldg	18,635,000
Central Georgia Technical College	Health Building Addition	12,671,000
Atlanta Technical College	Energy/Logistics/General Classroom Bldg	9,100,000
Augusta Technical College	Health Sciences Building	9,627,000
DeKalb Technical College	Building A Renovation	7,025,000
Okefenokee Technical College	Renovation of Main Campus	6,739,000
South Georgia Technical College	Transportation and Energy Building Renovation	4,713,000
Heart of Georgia Technical College	Mechanical & Ind. Bldg/Retrofit of Stewart Bldg.	31,656,000
Georgia Northwestern Technical College	Economic Development Building	11,512,000
Moultrie Technical College	Classroom Building "E" - Tifton Campus	11,241,000
Sandersville Technical College	Renovation of Main Campus Bldg.	3,754,000
North Georgia Technical College	Blairsville Health Addition	3,656,000
Southwest Georgia Technical College	Technical and Industrial Building	9,679,000
Total		\$ 269,575,000
Projects for Statewide Impact		
Career Academies	Statewide	\$ 10,000,000

Attachment D

STATE OF GEORGIA

COUNTY OF DeKalb

AFFIDAVIT SUPPORTING CLOSING
OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception that permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. § 50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question.

Comes now Dean Alford, the presiding officer identified below, and, before an official duly authorized to administered oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

I am the presiding officer of the State Board of the Department of Technical and Adult Education, the Technical College System of Georgia.

I am over the age of 18 and in all aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.

On Thursday, September 2, 2010, this Board which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons set forth below meet the requirements for closing this public meeting.

The legal authority for the closure of this meeting was Section 50-14-3(6) of the Official Code of Georgia.

During the closed portion of the meeting, members of the State Board of the Department of Technical and Adult Education, the Technical College System of Georgia discussed or deliberated only upon a personnel matter.

FURTHER AFFIANT SAYETH NOT.

C. Dean Alford
C. Dean Alford
CHAIRMAN & PRESIDING OFFICER

Sworn to and subscribed
before me this 2nd day
of September, 2010.

Brenda L. Wise
NOTARY PUBLIC
My commission expires: 10/7/2010.