

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
August 21, 2019 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Fred Hill, Bobby Jones, Ben Ross, Bobby Smith, and Yolanda Tremble

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Karen Mobley, Jan Moore, and Brandy Taylor

STAFF ABSENT: Eyvonne Hart

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: Caughey Hearn gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by C. Hearn; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the minutes of May 15, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the June 6, 2019 State Board meeting the purchase of a SimMan Essential Manikin and SimMan 3G Trauma Manikin with LEAP Application software from Laerdal Medical Corporation for Nursing and Paramedicine Programs was approved for \$146,834.00. World Class Lab bond funds are available for this expenditure.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- **New Faculty Members -**
 - Larry Jarriel - Commercial Truck Driving Instructor. Larry has been an adjunct instructor with Ogeechee Tech since 2017. He previously retired from Coastal Pines Technical College as the Commercial Truck Driving Program Director. Larry's experience will be very beneficial to our students.
 - Lindsey Bradley - Psychology Instructor. Lindsey has been an adjunct instructor with Ogeechee Tech since last year. She earned her Master of Science degree in Experimental Psychology from Georgia Southern University. She will be a great addition to the General Education faculty.

- **Program Highlights -**
 - Our Medical Assisting program ranks among the best in the nation by *The Best Schools* publication. Ogeechee Technical College is among the top five Online Medical Assistant Certificate Programs. Selection was based on quality and online class offerings, as well as faculty, rankings, awards, and reputation.
 - Ogeechee Technical College signed three articulation agreements with Georgia Southern University in information technology, logistics, and criminal justice. These agreements allow students to earn their associate's degree at OTC then transition with no credit loss to Georgia Southern to complete their bachelor's degree.
- **New Program Requests***
 - EC21 Early College Essentials TCC
 - CEC2 Commercial Electrical Construction Technology Diploma

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board accepted the new program requests as presented.
- **Dental Assisting Program – Eyvonne Jenkins**
 - Ryan introduced Eyvonne Jenkins as the Dental Assisting Program Director. Eyvonne explained the difference between Dental Hygiene and Dental Assisting. A Dental Hygienist cleans your teeth and is a degree program that our sister colleges offer in Vidalia and Savannah. A Dental Assistant assists the Dentist with various tasks and is a diploma level program. Eyvonne described the course outline and curriculum, and stated the job placement rate for this program is very high.

ADMINISTRATIVE SERVICES: Bobby Jones

May Financial Report*

- May 31, 2019 YTD budgeted revenue/expenses were \$24,609,495. We received \$22,828,715 in revenue and expensed \$22,105,161. The financial report shows a net income of \$723,554.
- May 31, 2019 YTD Total Current Assets - \$3,279,635; Total Assets - \$3,510,755; Total Liabilities/Fund Balances \$3,510,755.
- We received 93% of our anticipated revenue and we expensed 92%.
- We received \$8,407,575 of our state funds, which is 91% of our anticipated budget of \$9,286,027.
 - The colleges were not required to pay the employer's portion of health insurance in June so our State Funds were reduced by \$122,020/\$4,602.
 - New grant with the GA Department of Corrections in the amount of \$14,600.
- We received \$531,206 of our federal funds, which is 75% of our anticipated budget of \$709,850.
 - Reallocation offline item funds between Adult education Grant
- We generated \$6,782,665 in local funds, which is 90% of our anticipated budget of \$7,506,349.
- We have received \$7,105,268 in Hope, Pell, and SEOG funds.

Upon a motion by C. Ethridge, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the May 31, 2019 financial report as presented.

June Financial Report*

- June 30, 2019 YTD budgeted revenue/expenses were \$26,042,659. We received \$26,198,037 in revenue and expensed \$25,482,772. The financial report shows a net income of \$715,264.
- June 30, 2019 YTD Total Current Assets - \$3,982,345; Total Assets - \$4,275,987; Total Liabilities/Fund Balances \$4,275,987.
- We received 101% of our anticipated revenue and we expensed 100%.
- We received \$9,272,354 of our state funds, which is 101% of our anticipated budget of \$9,284,518.
 - Allocation increased in equipment refresh funds in the amount of \$42,812
 - FY19 MRR funds carried over to FY2020
- We received \$690,232 of our federal funds, which is 97% of our anticipated budget of \$709,850.
- We generated \$7,500,876 in local funds, which is 103% of our anticipated budget of \$7,313,716.
 - Several year-end adjustments were made to close out the fiscal year.
- We have received \$8,734,574 in Hope, Pell, and SEOG funds.

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the June 30, 2019 financial report as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge

Foundation Report –

- In June, new Executive Committee installed:
 - Matt Sawhill, President
 - Warren Ball, Vice President
 - Marty Holder, Treasurer
 - Jill Griffin, Secretary
 - Russell Rosengart, Past President
- Awarded 40 scholarship Fall 2019 (award was 85% available scholarships)
 - 210 students started the process
 - 51 students completed application
- Scholarship Luncheon scheduled for Tuesday, September 17th, noon, Natural Resource Building
- J. David Russell Memorial Golf Tournament scheduled for Thursday, October 10th, FHCC
- New employee, Christina Harrell, Resource Development Coordinator (start date August 1, 2019)

PR Report –

- Produced Git up Video which has had over 248.2k views
- New employee, Sean Payne, Executive Director of PR/Marketing (start date August 22, 2019)
- Press Releases: June 3 – August 13, 2019
 - OTC Foundation Scholarships Available (June 3, 2019)
 - OTC Nursing Students Hear From Nurse Manager (June 3, 2019)

- Solar Charging Station Added At OTC (June 3, 2019)
- Ogeechee Technical College Among The Best In The Nation for our Criminal Justice program (June 10, 2019)
- Time Capsule Buried At OTC (June 24, 2019)
- Drivers Education Program Welcomes Speaker (June 24, 2019)
- Davis In As VP For College Advancement (July 1, 2019)
- OTC Alumni Making A Difference For Local Youth At Beautcamp (July 8, 2019)
- DeLoach Awarded 2019 Optician Of The Year (July 25, 2019)
- Funeral Service Student Awarded Scholarship (July 25, 2019)
- Students Win Gold In SkillsUSA National Quiz Bowl (July 25, 2019)
- Harrell Announced As New Resource Development Coordinator (August 5, 2019)
- Georgia Southern & Ogeechee Tech Sign Agreements To Provide More Education Opportunities (August 8, 2019)
- Medical Assistant Program Listed Among Best In The Nation (August 8, 2019)
- Ogeechee Tech Anticipates Enrollment Increase As Fall Semester Begins (August 13, 2019)

Michelle Davis introduced herself, gave an overview of her background, and expressed her appreciation for the opportunity to be a part of the OTC family.

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

We are completing the final stages of certification for our FANUC robotics lab. At its conclusion, it will have been a two-year process. We are excited to see it come to fruition.

Contract Training – FY2019

- Companies Trained – 29
- People Trained – 774
- Total Contract Hours – 18,080
- Total Hours Trained – 7843
- Total Revenue - \$131,965

Continuing Education – FY2019

- People Trained – 723
- Total Contact Hours – 10,502
- Total Hours Trained – 2099
- Total Revenue - \$184,018

Total Revenue - \$315,983

A very successful Manufacture Ready program was conducted at Claxton High School for graduating seniors this past May. We are scheduled to run that program again in May 2020 in Claxton. We are also working with our Screven County partners to offer a similar program to their graduating seniors in spring 2020.

Adult Education Report -

- FY2019 Enrollment – 332; Goal 654; 51% of Goal
- Total GED Graduates in FY2019 - 36

- Ending in July, we had 88 students enrolled. That is the second highest enrollment at the end of the first month of the fiscal year in the last 8 years. The highest was 98 in FY2016. We enter this year very optimistic about enrollment.
- FY2020 target enrollment goal is 373-418

Facilities Report –

- Total 2019 Total Revenue - \$66,289
- Total 2020 Facility Bookings to date - \$62,525; \$95,000 (goal)
- We have a new dance floor for the Oak Room available for rentals; 24' x 24'
- There are two Proms scheduled for this spring: Statesboro High and Bryan County High School. Other counties are interested, but date availability is a barrier.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks**
 - Institutional Effectiveness Plan
 - Business Office Procedure/Internal Controls Manual
 - Bookstore Manual
 - Dual Enrollment Faculty Guide

Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks as presented.

- **Procedures**

MAY

- 2.4.4p1. Local Board Emeritus Procedure
- 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities Procedure
- 3.3.3p4. Solicitation Procedure
- 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
- 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
- 5.1.1p1. Academic Freedom Procedure
- 5.1.2p6. Faculty Role in Governance Procedure
- 5.1.2p7. Uniforms Procedure
- 5.1.11p9. Loss of Property Procedure
- 6.3.1p1. Distance Education Student Privacy Procedure

JUNE

- 3.1.13p1. Collection Procedure
- 3.1.16p1. Purchasing Procedure
- 3.3.2p1. Use of College Vehicles Procedure
- 3.3.4p1. Acceptable Computer & Internet Use Procedure
- 4.1.8p1. Faculty Workload Procedure
- 4.3.3p1. Workplace Violence Procedure
- 5.1.2p1. Class Schedules Procedure
- 5.1.2p3. Work Ethics in the Curriculum Procedure
- 5.1.2p8. Student Course Evaluations Procedure
- 5.2.1p1. Non-Credit Instruction Training Services Procedure

- 6.4.1p1. Book and Supplies Procedure

Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

Brandy announced a new employee in Institutional Effectiveness, Kathryn Finch, Director for Institutional Research and Planning.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

- **Fall Semester Enrollment Update**
 - Fall Semester 2019 began Monday, August 12. Enrollment will fluctuate during the first few weeks of class as students are dropped from and added to courses.
 - End of semester enrollment for Fall Semester 2018 was 2015 students. An internal goal of 2055 was set for this year, which represents a 2% increase over last year.
 - Current enrollment count is 2163. We are still working to help students get their classes paid for by helping them complete their financial aid applications this week.
 - We are cautiously optimistic that we will meet our goal for this term and possibly see an increase.
- **Student Activities Update**
 - **Welcome Week:** We kicked off fall semester with Welcome Week activities. We travel around to every building during the week and provide a lot of information about resources available to students. We also have prizes, promo items, popcorn, and drinks available for all the students. It is always a popular stop during the first week of classes.
 - **Movie Night:** We will be showing the movie Dumbo (new version) on Thursday, September 12. Doors open at 5:00 pm and the movie begins at 6:00 pm. The movie will be shown in our Auditorium. Popcorn, candy, and drinks will be provided. This is a FREE event for students, faculty, staff and family members.
- **Ryan McNeal, Director for Campus Safety/Chief of Police**
 - Dr. Foley introduced Ryan McNeal as the new Campus Safety/Chief of Police for the College. Ryan spoke a little about his previous experience and stated he is excited to be here.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing/Early Childhood Care and Education Renovation –**
The design and documentation phases are complete with the construction to begin this fall.
- **Library Renovation and Expansion -**
The surplus construction funds from the TCSG-330 Industrial Technology Building (ITB) will be used to renovate the existing library space (yellow) and expand the library into the adjacent space (blue). The expansion is possible because the Electrical Construction program relocated to ITB.

Overall, this project affects 9,211 sqft with a budget of \$906,199. Local architect, John Rule, has been selected to work with the college on the design and documentation. The goal is to have the project completed prior to Fall semester of 2020

- **Information Technology Services** - The College is continually investing in technology in an ongoing effort to provide the latest and greatest resources. In addition to a long list of computers, printers, projectors, infrastructure, and other peripherals, the 'core switch' was a significant purchase at yearend. This single piece of equipment provides our link to the outside world as well as being the common connection for all campus network resources. It will result in overall improvements in performance, security, and will ensure other resources are always available.
- **FIT Life wellness program for employees** - The College has built out a space in lower JEK building where a portion of the electrical program used to be as a gym for the FIT Life employee wellness program. The wellness program has gained popularity with employees and has become apparent this addition is a great benefit for our employees. Happy and healthy employees are more productive employees.
- **Small Scale Projects** -
 - Expanded the outdoor music system to include the exterior of the Natural Resources Building.
 - Added a property line fence at the Natural Resources Building property due to a history of issues with trash, property damage, and aesthetics.
 - At the new Screven Truck Driving Complex, there was a small balance remaining, so it was used to purchase fencing, ground cover under the solar panels, and a canopy over the entry door.

PRESIDENT'S REPORT:

- President Durden welcomed everyone back.
- We are wrapping up the academic year for AY2019 (Fall, Spring, Summer).
- Following a very positive evaluation at the end of the year, the Commissioner continued her appointment as president for another year.
- SACSCOC voted on the official reaffirmation of the College in June 2019 for the next 10 years. The college will work on the Quality Enhancement Plan (QEP) for the next five years.
- The College hosted our legislators last month to tour the Industrial Technology Building and provide an update on the college.
- Summer semester - 7.6% increase in enrollment from last summer; sixth consecutive increase in enrollment.
- Strickland Foundation has awarded the college an additional \$100,000 to continue to fund the guarantor program that was started with an initial \$100,000 donation; 194 students were able to continue their education and give them time to pay their tuition and fee balance.
- AY2019 Close
 - Dual Enrollment – 345 in 2018, 433 current (25% increase; 15% of total enrollment); 25% conversion rate (3rd largest % in the state)

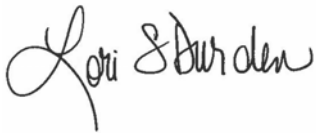
- Retention Rate - 78%; highest in the state
- GED graduates - 36, this is up by six graduates from last year. There are approx. 9,000 people in our SDA above the age of 25 without a high school diploma. We are working hard and will continue to work hard to recruit more of these people to our adult education program.
- FY2019 Local Board Survey Results were shared. Overall the Board is satisfied with the how the Board functions. We are always open to suggestions and appreciate your feedback and support.

CHAIRPERSON'S SUMMARY: Fred noted we have perfect attendance this morning. He stated it is no surprise that President Durden received a good evaluation, and expressed his appreciation for the leadership she provides to the college. Things are going very well due to the reputation and integrity of the institution.

ADJOURN: There being no further business at this time the meeting adjourned at 9:58 a.m.

The next meeting of the Local Board of Directors is **September 18, 2019** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

September 18, 2019 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Fred Hill, Bobby Jones, Ben Ross, and Yolanda Tremble

MEMBERS ABSENT: Caughey Hearn and Bobby Smith

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, and Brandy Taylor

STAFF ABSENT: Jan Moore

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: The invocation was given by Bobby Jones.

REVIEW OF AGENDA: Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by C. Ethridge, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of August 21, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the August State Board meeting, the renewal of the annual lawn/grounds maintenance contract with Lanier Lawn Care in the amount of \$166,908 was approved.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- **Program Highlights**
 - The Medical Assisting program faculty and students helped with pre-k screenings on August 26 at Bulloch Headstart.
 - This week is National Surgical Technology Week. Program students are highlighting information about surgical technology in the lobby today to help educate others about their profession.
 - Jonathan McCollar, Mayor of the City of Statesboro, has officially proclaimed the third week of September, every year, as Surgical Technology Week in recognition of National Surgical Technologist Week.
 - The Fish and Wildlife Instructor, Casey Corbett, had an opportunity to promote the program by attending a workshop and going in the field with Rich Lavendar with the Georgia Department of Natural Resources in search of the Argentine Black and White Tegu Lizard that has been found in Tattnall and Toombs counties.

- **Academic Affairs Support – The Academic Affairs support team oversee** Adjunct agreements, Banner schedule input, faculty assistance, purchase requests, accreditation site visits, budgeting/order tracking, curriculum updates, manage proctored testing events, generate faculty load reports and cost benefit reports, and many more tasks.
 - Marissa Fleming is the assistant to Dean Owens in the Industry and Public Services program areas and assists 18 faculty members.
 - Kimberly Page is the assistant to Dr. Ryan Foley and Dean Robinson in the Academic Affairs and Business, General Education, and Dual Enrollment program areas, and assists Dr. Foley and 19 faculty members.
 - Amanda White is the assistant to Senior Dean Witherington in the Health Science program areas and assists 16 faculty members, as well as, serving as the GVTC Coordinator and Blackboard expert for our online students.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

- **Fall Semester 2019 7-Day Enrollment Report –**
 - The 7-day Enrollment Report is data collected for all 22 technical colleges from the system office on a specific day. This day is generally one week after the last college starts classes, which varies from term to term.
 - This fall semester there is an increase in enrollment of 2.5% over this time last year, which is 15 students. We achieved our enrollment goal of a 2% increase.
 - Since this data was pulled, we have added about 5 more students who will start our Term B session in October.
 - This is the seventh consecutive term showing a positive increase. We are excited about the direction we are heading.
- **Student Activities Update –**
 - **National Wellness Week** - September 16-18: Students are able to participate in mindfulness activities, receive tips on how to practice mindfulness daily, learn stress-reducing behaviors, participate in a discussion about the importance of self-care and how to implement a balanced self-care plan, and get tips and services for managing anxiety and stress. Sponsored by OTC Counseling Department and Student Navigator.
 - **Constitution/Voter Registration Day** - September 17. Students celebrated constitution day and provided with resources to register to vote. Pocket constitutions and other giveaways available to all who participated.

ADMINISTRATIVE SERVICES: Bobby Jones

July Financial Report*

- July 31, 2019 YTD budgeted revenue/expenses were \$18,756,540. We received \$1,435,192 in revenue and expensed \$901,638. The financial report shows a net income of \$533,554.
- July 31, 2019 YTD Total Current Assets - \$3,120,508; Total Assets - \$3,540,148; Total Liabilities/Fund Balances \$3,540,148.
- We received 8% of our anticipated revenue and we expensed 10%.
- We received \$727,175 of our state funds, which is 7% of our anticipated budget of \$10,515,442.
- We received \$0 of our federal funds, which is 0% of our anticipated budget of \$611,442.
- We generated \$673,071 in local funds, which is 9% of our anticipated budget of \$7,594,711.

- We have received \$34,945 in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by C. Ehtridge; all in favor; none opposed; the Board reviewed and accepted the July 31, 2019 financial report as presented.

August Financial Report*

- August 31, 2019 YTD budgeted revenue/expenses were \$19,095,206. We received \$3,223,192 in revenue and expensed \$2,750,412. The financial report shows a net income of \$472,779.
- August 31, 2019 YTD Total Current Assets - \$3,260,892; Total Assets - \$3,472,541; Total Liabilities/Fund Balances \$3,472,541.
- We received 17% of our anticipated revenue and we expensed 18%.
- We received \$1,477,775 of our state funds, which is 14% of our anticipated budget of \$10,515,442.
- We received \$34,526 of our federal funds, which is 6% of our anticipated budget of \$611,442.
- We generated \$1,393,279 in local funds, which is 18% of our anticipated budget of \$7,650,711.
- We have received \$317,611 in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the August 31, 2019 financial report as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge

Foundation Report –

- Introduction of new employees:
 - Sean Payne, Executive Director for PR/Marketing. Sean was not able to be here today due to a sick child.
 - Christina Harrell, Resource Development Coordinator. Christina has an extensive background in accounting in both the public and private sectors, is a Board member with the Exchange Club and CVB, is a Leadership Bulloch Grad, CVB, and is very familiar with fundraising and event planning. Christina expressed how excited she is to be a part of the OTC family.
- Foundation Board of Trustees meeting took place on Tuesday, September 17 directly following the scholarship luncheon.
- **Reminder...** the J. David Russell Memorial Golf Tournament is on Thursday, October 10th at FHCC. Teams are filling up fast. Please participate if you can.
- Monday, October 21, 2019, OTC is hosting the Claxton/Evans Jr. Leadership Board meeting at the Hagan Campus
- Thursday, October 24, 2019, OTC is hosting the Claxton/Evans Business After Hours at the Hagan Campus

PR Report –

Press Releases:

- President Durden holds State of the College
- OTC Swears in New Police Chief
- Finch named Director for Institutional Research & Planning
- City of Statesboro Recognizes National Surgical Technologist Week

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

- On September 16 and 17, our division hosted TCSG's Apprenticeship Manager Holly Free. She conducted two "apprenticeship" training sessions attended by OTC faculty and

staff, our industry partners, and representatives from our local school systems. Bobby Jones commended the State for bringing awareness to the apprenticeship program and backing it with funds. The State funds the academic portion of the apprenticeship through a grant. Therefore, there is no cost to the student or the company who has the apprentice. Lori reported that each Technical College is a sponsor for the apprenticeship program.

- A side note - OTC was the first college in TCSG to have an approved Dept. of Labor apprenticeship facilitated through the noncredit side. It was with Koyo, and it just recently completed. We are seeing much increased interest by our industry partners in creating apprenticeship opportunities for their employees.

Contract Training – FY2019

- Through August, the contract-training department has trained 121 people for 4,445 contact hours.

Continuing Education

- Through August, the continuing education department has trained 136 people for 2,749 contact hours.
- WIOA funding has been approved for another Manufacture Ready Program for graduating high school seniors in Evans County next spring, and the dates for the program have been set.

Adult Education Report -

- Adult Ed enrollment through August 31 was 117 students. This is exactly where our enrollment was at the end of August last year. We continue to be very optimistic about this year's enrollment, because we have had strong numbers in our new student orientations. In our last orientation in Bulloch County at the end of August, we had 45 students.
- Please note the table in the middle of your information sheet – WIOA Table 4.
 - You will see that a combined 84% of our students fall in ABE Level 2 which is a grade equivalency of 2nd to mid-4th grade, and ABE Level 3 which is mid-4th grade through 6th grade. These students require a great deal of instruction and encouragement to get their GED. Barbara Golden mentioned students who drop out of high school have never learned to read beyond a third or fourth grade level. Early intervention in elementary school is critical.
 - This table also shows the number of students who have made a Measurable Skill Gain in column J. It takes at least 40 hours of instruction, so we expect that number to increase by the end of this month.
- Several students that have passed one or more sections of the GED exam, but none have passed all four of the sections this year. You must pass all four (Language Arts, Math, Social Studies, and Science) to get your GED. We expect to have some GED graduates by our next board meeting.

Facilities Report –

- Total 2020 Facility Bookings to date - \$67,095; \$95,000 goal
- At the last local board meeting, we reported that we had two high school proms scheduled for this spring. We now have three proms booked.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Mission/Vision Statement Review** – The Board will review the mission/vision in November.

- **Plans/Manuals/Handbooks***
 - a. Faculty Handbook
 - b. Retention Plan
 - c. Enrollment Management Plan
 - d. Adult Education Student Handbook

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/handbooks as presented.

- **Procedures***
 - a. 2.1.8p. Naming of College Buildings, Grounds or Programs Procedure
 - b. 3.3.2p2. Traffic and Parking Procedure
 - c. 4.1.1p1. Recruiting and Hiring Procedure
 - d. 4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff Guidelines
 - e. 4.1.1p1. Interviewing and Hiring Part-Time Staff Guidelines
 - f. 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines
 - g. 4.3.2p4. Employee Dress Code Procedure
 - h. 6.6.1p1. Student Tuition and Fees Procedure

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing/Early Childhood Care and Education Renovation** – This project was posted on the Georgia Procurement Registry on August 27. Potential contractors can review the full set of documentation through this website. To be eligible to bid, they are required to attend the on-site pre-bid meeting on September 17. The bid window will close on October 2nd. The contractor with the lowest bid who has successfully completed the project submission packet will be awarded the contract.
- **Library Renovation and Expansion** - Due to the fast-track nature of this project, there have been several planning meetings already. The focus is to maximize the impact of the project when working with a tight schedule and budget. Having all the right people involved early in the process is critical.

PRESIDENT'S REPORT:

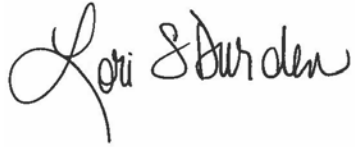
- TCSG Leadership Conference, October 28-30, 2019 in Savannah. This conference is designed for the local board of directors and Foundation Boards. Please let Karen know if you would like to attend. This is likely to be the last of this particular conference.
- Governor's directive – Budget cuts of 4% in FY2020 and 6% in FY2021. Technical Education is exempt. However, adult education is not. We will have to cut our adult education budget minimally. TCSG is able to absorb most of the expenses. The Commissioner plans to cut expenses for TCSG through redesigning peer group meetings and other training conferences.
- Fall semester is off to a great start.

CHAIRPERSON'S SUMMARY: Things are going well at Ogeechee Tech. Thank everyone for attending and for your support of the college.

ADJOURN: There being no further business at this time the meeting adjourned at 10:05 a.m.

The next meeting of the Local Board of Directors is **September 18, 2019** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large, stylized initial "L".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
October 16, 2019 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Fred Hill and Ben Ross

MEMBERS ABSENT: Bobby Jones, Bobby Smith and Yolanda Tremble

STAFF PRESENT: Jeff Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: Michelle Davis

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:03 a.m.

INVOCATION: The invocation was given by Caughey Hearn.

REVIEW OF AGENDA: Upon a motion by T. Hall, seconded by M. Anderson; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by C. Ethridge, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of September 18, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the September State Board meeting, the board approved the new program request for Commercial Electrical Construction Technology (CEC2), effective January 2020.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- Program Highlights
 - Business Management Student volunteer hours
 - HIT Management site visit successful
 - Practical Nursing students assisting with Effingham County schools flu shots
 - Pharmacy Technology Program
- New Advisory Committee Members - There will be more new advisory committee members next month. The full list of new members will be reviewed at the November meeting.
- Capre Mitchell, Echocardiography Instructor – Capre introduced herself and described the Echo program and explained it is more commonly known as cardiac sonography. Capre reported 90% of Echo Techs at Memorial Hospital in Savannah are OTC graduates and 100% of Echo Techs at EGRMC are OTC graduates. Three graduates are traveling Echo Techs, one graduate was hired by Duke University, and one opened his own practice in Montana. The program takes four semesters to complete and is an Associate Degree. There are only two Echo programs in TCSG that are stand-alone programs. Capre is working on curriculum changes to include pediatrics. Currently eight students in

the program will graduate in December and several more that just began the program this fall.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

- Graduates and Awards Conferred/Placement Rates
 - AY2019 Total Graduates – 1,059; Total Awards Conferred 1,779
 - Placement – 92.3% Placed in Field Rate; 98.3% Placement Rate
- Annual Security Report – Clery Act; No major incidents to report in the last three years.
- Student Activities –
 - Voter Registration/Constitution Day
 - Pink Out Day – Oct. 7

ADMINISTRATIVE SERVICES: Bobby Jones

September Financial Report*

- September 30, 2019 YTD budgeted revenue/expenses were \$22,089,084. We received \$9,008,088 in revenue and expensed \$7,302,274. The financial report shows a net income of \$1,705,814.
- September 30, 2019 YTD Total Current Assets - \$4,494,667; Total Assets - \$4,718,642; Total Liabilities/Fund Balances \$4,718,642.
- We received 41% of our anticipated revenue and we expensed 36%.
- We received \$2,232,586 of our state funds, which is 21% of our anticipated budget of \$10,514,738.
- We received \$76,712 of our federal funds, which is 13% of our anticipated budget of \$611,442.
- We generated \$3,386,597 in local funds, which is 44% of our anticipated budget of \$7,650,711.
- We have received \$3,312,193 in Hope, Pell, and SEOG funds.

Upon a motion by C. Ethridge, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the September 30, 2019 financial report as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge

Foundation Report –

- Golf Tournament Update: 24 teams registered; 21 teams played. Estimated net: \$22,000. It was a beautiful day and everything went very well.
- Monday, October 21, 2019, OTC will host the Claxton/Evans Jr. Leadership Board meeting at the Hagan Campus
- Thursday, October 24, 2019, OTC will host the Claxton/Evans Business After Hours at the Hagan Campus
- Statesboro-Bulloch Chamber of Commerce Agribusiness committee agrees to an endowment (\$25,000). Signing and recognition of the partnership will be at Ogeechee Tech's Natural Resources Building on November 22nd at the Chamber's luncheon for "Farm Family of the Year".

PR/Marketing Report –

Press Releases:

- Forklift Certification "Lifts" Hiring Potential of OTC Adult Education Students
- Ogeechee Technical College Announces Two New Board of Trustees members

- Ogeechee Tech Business Management Accumulates Over 200 Service Hours
- Dean Smith speaks to Evans County BOC about Adult Education and Family Literacy Week
- Foundation Scholarship Luncheon Held

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

Contract Training

- Through September 30, the contract training department has trained 399 people for a total of 10,224 contact hours.
- Pilot site for SACA certification training; only location in the state of GA to offer this program. This will allow those who complete the training to receive a nationally recognized credential for program completion. Jan or Kathleen will be a part of the committee.

Continuing Education

- Through September 30, the continuing education department has trained 326 people for a total of 8,158 contact hours.
- Drivers Ed program class this week; class is full. Program won Best in the Boro for 2019.

Adult Education Report -

- Our enrollment through September 30 was 147 students.
- Integrated Education and Training (IET) - The first IET class was held September 23-26. Adult Education students received their standard adult literacy instruction, combined with workforce preparation and forklift training. The first cohort had a 100% passing rate. The next cohort is scheduled for December 2-5, 2019.

Facilities Report –

- Total 2020 Facility Bookings to date - \$64,775

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***
 - a. Marketing/Community Relations Plan
 - b. Library Services Plan
 - c. Student Affairs Annual Plan

Upon a motion by B. Ross, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans as presented.
- **Procedures***
 - a. 3.4.1p. Employee Access to Facilities Procedure
 - b. 6.2.1p1. Learning Support Procedure
 - c. 6.6.4p2 Attendance Procedure

Upon a motion by C. Ethridge, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.
- **New Employee Introductions**
 - a. Dr. Lynn Futch, Director for QEP – Lynn began her time with Ogeechee Tech in 2008 as the Librarian, retired in 2014 and came back to serve as the QEP Director. Lynn is leading the charge for the college's Quality Enhancement Plan.
 - b. Kathryn Finch, Director for Institutional Research and Planning – Kathryn came from the health care industry. She has a Master in Public Health. Kathryn has been with Ogeechee Tech since July 1, 2019.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing/Early Childhood Care and Education Renovation** – The Nursing and Early Childhood Education Renovation bids came in well below budget, with C. Merrill Construction, LLC submitting the lowest bid of \$510,000 for the construction phase. Chris is familiar with the college and built the electronic sign monument in 2014. It is especially beneficial when a local contractor performs work as it more directly affects our local economy plus long-term accountability. Additionally, the college has already communicated additional needs for the construction fund balance.
- **Library Renovation and Expansion** - The project continues to move forward as expected. The design phase is wrapping up and construction documents are well underway. We are working with equipment and furniture vendors to address the needs, stay within budget, and ensure delivery times will coincide with construction completion.
- **Exterior Sign Project** - The college-wide exterior sign project received its final approval from TCSG and posted on the statewide procurement registry. Due to the size, complexity, and scope of the project, it will bid similar to a traditional construction project: a pre-bid meeting, bid submittal period, and award to the lowest bidder. This project will be an extension of the signs used at the Industrial Technology Building and Screven Commercial Truck Driving Complex, therefore the construction methods, material selections, and installation methods are very specific to ensure the 36 new signs will match the existing. There was also extensive work done in determining the exact placement and wording for each new sign.

PRESIDENT'S REPORT:

- Perkins V Public Hearing – October 24, 10:00 – 12:00 at GSU
- Thanksgiving Luncheon – November 21, 12:00 – 1:00 pm, Oak Room
- Holiday Party – December 5, 5:30 pm
- President Durden shared that Michelle Davis' father passed away yesterday. Please keep her in her thoughts and prayers.

CHAIRPERSON'S SUMMARY: Good meeting and program presentation today. Fred noted that it was a great touch for the Adult Ed student to speak at the golf tournament and to have the adult education staff there identified by their shirts. Fred commended the team on the in-field placement rate of 92.3%.

ADJOURN: There being no further business at this time the meeting adjourned at 9:50 a.m.

The next meeting of the Local Board of Directors is **November 20, 2019** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

Lori S. Durden

Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

November 20, 2019 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Tammi Hall, Caughey Hearn, Fred Hill, Bobby Jones, Ben Ross, and Yolanda Tremble

MEMBERS ABSENT: Carolyn Ethridge, Dr. Barbara Golden, and Bobby Smith

STAFF PRESENT: Jeff Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, Jan Moore, and Brandy Taylor

STAFF ABSENT: Michelle Davis

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:03 a.m.

INVOCATION: Mark Anderson gave the invocation.

REVIEW OF AGENDA: Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board accepted the minutes of October 16, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

There was no mention of Ogeechee Technical College in the October 3, 2019 State Board Minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- Program Highlights
 - Terry Hand highlighted the Cybersecurity program at the Georgia School Counselor Association in Augusta on November 13.
 - Fish and Wildlife students attended a workshop to receive a certification in Project Wild with the Georgia Department of Natural Resources.
- New Program Request*
 - Logistics Management Technician TCC (LMT1)
 - Upon a motion by B. Jones, seconded by Y. Tremble, all in favor; none opposed; the Board reviewed and accepted the NPR as presented. This program is on a fast-track program and is an embedded program within another diploma.
- New Advisory Committee Members* - Mark Anderson recommended tabling the acceptance of the new advisory committee members for further review and discussion. Mark will address his concerns directly with Dr. Foley. The next advisory committee meetings are not until March 2020, which allows ample time to make adjustments to the advisory committee members.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith – *Dr. Foley reported in Barbara and Bobby's absence.*

- Student Activities
 - Veteran's Resource Fair held on November 11. There were 4 outside agencies and 5 OTC departments as well as vendors.
 - Movie Night: "The Lion King" - November 14, 2019
 - Coffee/Hot Chocolate Bar, November 18, 2019, 9:00 am-12:00 pm; kick off for finals week.
 - Georgia Fall Leadership Conference: November 8-10, 2019. Six (6) Advisors and seven (7) students attended. The theme this year is "Batter Up! Leaders Knock It Out of the Park".

ADMINISTRATIVE SERVICES: Bobby Jones

October Financial Report*

- October 31, 2019 YTD budgeted revenue/expenses were \$22,598,348. We received \$10,555,445 in revenue and expensed \$9,073,593. The financial report shows a net income of \$1,481,852.
- October 31, 2019 YTD Total Current Assets - \$4,268,003; Total Assets - \$4,482,242; Total Liabilities/Fund Balances \$4,482,242.
- We received 47% of our anticipated revenue and we expensed 43%.
- We received \$2,987,234 of our state funds, which is 28% of our anticipated budget of \$10,514,738.
- We received \$115,639 of our federal funds, which is 14% of our anticipated budget of \$808,631.
- We generated \$3,828,305 in local funds, which is 50% of our anticipated budget of \$7,650,711.
- We have received \$3,624,267 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the October 31, 2019 financial report as presented.

Bobby Jones noted there could be some competition for our Welding program from the Boiler Makers in our SDA. So far, their presence has not affected our welding program enrollment. The industry group is aware of their presence and are working together to ensure the workforce is satisfied without turning to a labor union.

COLLEGE ADVANCEMENT: Carolyn Ethridge; *President Durden reported in Carolyn and Michelle's absence.*

Foundation Report –

- Adult Ed's J. David Russell Memorial Golf Tournament reveal. Net for tournament: \$22,500. This is a record for this fundraiser.
 - Placed an ad in the paper thanking our sponsors
- Michelle Davis, on behalf of the OTC Foundation will attend the Statesboro/Bulloch Chamber of Commerce Agribusiness luncheon on Friday, November 22nd to accept the Chamber's Agribusiness committee's first installment check for a new endowment
- Holiday party scheduled for Natural Resources Building – Atrium, Thursday, December 5, 5:30 pm to 7:00 pm

PR/Marketing Report –

Press Releases:

- George W. Strickland Jr. Foundation recognized for Distinguished Service Award
- Funds Raised for Adult Literacy at Annual Golf Tournament
- Medical Assisting Students Participate in Public Health Screenings
- Community Pharmacist Celebrates Pharmacy Technician Week at Ogeechee Tech
- Ogeechee Tech celebrates National Vet Tech Week
- Sean Payne named Executive Director for PR & Marketing at Ogeechee Tech

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

- **Contract Training** – Through October, the contract training department has trained 275 people for a total of 10,213 contact hours.
- The 2nd Annual Business and Industry Showcase held on November 6-7. We had 15 companies participate representing manufacturing, skilled trades, health care, and public safety. There were 558 9th graders from Bulloch and Evans counties in attendance. Student survey results from the event yielded the following:
 - 232 Students responded
 - 59.5% said their overall experience at the event was “Excellent”
 - 33.2% said their overall experience at the event was “Good”
 - There was a tremendous amount of student feedback as it regards having more time to spend at the showcase, and how much they enjoyed it.
- This is one of four events in which we bring middle/high school students from our SDA onto our campus:
 - 8th graders come to OTC for lunch after visiting local manufacturers in the fall
 - 9th graders attend the Business & Industry Showcase in the fall
 - 11th graders attend the College and Career Expo hosted by OTC’s academic and student affairs teams in the spring
 - 12th graders are invited to attend the College’s Career Fair in the spring
- Full Access Industrial Systems Training program – We just conducted the kick-off meeting for the companies participating in this training program. These companies have made a two-year commitment to participate in the program. The training program will run on a calendar year basis and this pilot will last through December 2021. The companies participating are Briggs & Stratton, Crider Poultry, Koyo, Milliken, and Viracon. We expect to have one or two more companies join this group by January 2020. This program is innovative and the only one like it in the Technical College System of Georgia.
 - Bobby Jones expressed his excitement about the program and the benefits they will serve to industry partners.

Continuing Education

- Continuing Education – October 31, 2019: 269 people trained; 4,369 contact hours.
- A Drivers Ed Audit conducted by the Georgia Department of Highway Safety recently took place. There were two minor findings. One of the vehicles needs a new tire.
- We are in the planning stages with Georgia Southern University to provide a series of computer trainings for their Information Technology department.

Adult Education Report -

- Our enrollment through October 31 was 170 students. Remain on pace with enrollment numbers from this time last year. Two students have obtained their GED.
- Our second Integrated Education and Training (IET) class is scheduled for the first week in December. Adult Education students will receive their standard adult literacy instruction, combined with workforce preparation and forklift training.
- A new enrollment marketing campaign will begin spring semester. We are going to appeal to our credit students to bring a family member or close friend who has not earned a high school credential to learn about the adult education program and encourage them to start their own educational journey – side by side, as it were.

Facilities Report –

- Total 2020 Facility Bookings to date – Close to \$70,000 in bookings for FY2020; goal \$90,000

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***

- a. Academic Advising Handbook
- b. Faculty Credentials Review Manual

Upon a motion by Y. Tremble, seconded by B. Ross; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans as presented.

- **Procedures***

- a. 2.3.2p1. Public Complaint Procedure
- b. 3.2.1p. Intellectual Property Procedure
- c. 5.1.2p4. Library Materials Selection Procedure
- d. 3.3.3p1. Use of Campus Facilities Procedure
- e. 3.3.6p. Alcohol on Campus Procedure

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

- **Mission/Vision Statement Review***

The college reviews the mission/vision statements annually. No suggested changes were made during this year's review period.

Upon a motion by Y. Tremble, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the mission and vision statements as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

Nursing \ Early Childhood Education Renovation

The Nursing and Early Childhood Education Renovation demolition is starting on December 2, 2019. College faculty and staff are busy clearing the area and moving into temporary spaces. Due to a lower than expected bid, several change orders are being submitted to best utilize remaining construction funds. Ironically, furniture selections are being trimmed to get within the tight FFE (Furniture, Fixtures, and Equipment) budget. Project completion is expected by April 15, 2020.

Library Renovation and Expansion

The Library Renovation and Expansion project remains on schedule. The final construction documents are with the state fire marshal for review. Once these plans and specifications are approved, the project will be posted to the statewide procurement registry. Contractors are required to attend the on-site meeting before submitting their bid. The lowest bidder will be thoroughly vetted before the project is sent to State Board for final approval in early 2020.

Exterior Sign Project

United Signs from Norcross, Georgia submitted the lowest bid for the college-wide exterior sign project. The bid submission was thoroughly reviewed by TCSG before awarding the project. Once the purchase order is generated, the company will meet once more with the college to address any questions or concerns. Signs will be constructed in Norcross, with installation expected in early 2020.

Miscellaneous Renovation and Improvement Projects

The college is fortunate to have special funds designated to maintain our facilities. Although the focus is normally on large-scale ventures, the following list contains other projects that have been identified for consideration in the near-term:

1. HVAC Replacement in the Health Science-South Building
2. Restripe parking lots
3. Interior and Exterior LED light conversions
4. Extend the exterior sound system
5. Convert the greenhouse to a storage building
6. Continue renovations of the Heavy Diesel Maintenance Shop
7. Extend the parking lot at the Jack and Muriel Strickland Building

The college maintains a list of diverse projects in both scope and type. The availability of funds and conditional approvals often vary so it is important to have a range of projects prepared. Similarly, equipment lists are maintained for instructional, information technology, and maintenance purposes.

PRESIDENT'S REPORT:

- President Durden invited the Board to attend the college's Thanksgiving luncheon tomorrow at noon in the NRB Oak room
- The holiday party is on Thursday, December 5 in the NRB Atrium, 5:30 – 7:30 pm
- Holiday breaks –
 - November 27-28 for Thanksgiving
 - December 20 – January 5 for the holiday break
 - Campus re-opens on January 6; Spring semester starts on January 13
- Evans County College and Career Academy grant application presentation is this Friday in Atlanta. There is a group of 40 going to Atlanta to present their proposal for the College and Career Academy.
- President Durden thanked everyone who attended the Leadership Conference in Savannah last month. It was a great conference and dinner on Monday night. President Durden presented Ben Ross with a certificate for obtaining his Board member certification during this year's conference.
- President Durden presented the Board members with a Holiday gift and thanked them for their continued support of the college.

CHAIRPERSON'S SUMMARY: Fred shared an experience he had with his mom recently. His mother was admitted into EGRMC and the nursing staff assigned to care for her were all OTC graduates. They took very good care of her.
Fred wished everyone and happy and safe holiday season.

ADJOURN: There being no further business at this time the meeting adjourned at 9:55 a.m.

The next meeting of the Local Board of Directors is **February 19, 2020** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large initial "L" and "D".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
February 19, 2020 | 9:00 a.m.

MEMBERS PRESENT: Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Fred Hill, Bobby Jones, and Bobby Smith

MEMBERS ABSENT: Mark Anderson, Ben Ross and Yolanda Tremble

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: Caughey Hearn gave the invocation.

REVIEW OF AGENDA: Upon a motion by C. Ethridge, seconded by B. Jones; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by C. Ethridge, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of November 20, 2019 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the December 16, 2019 State Board meeting, the appointment of Mr. Greg Dozier as the next Commissioner for the Technical College System of Georgia was accepted.

There was no mention of Ogeechee Technical College in the January 15, 2020 State Board minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- New Advisory Committee Members*
Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board accepted the New Advisory Committee members as presented.
- New Program Requests*
 - Manufacturing Engineering Technology Diploma
 - Manufacturing Engineering Technology Assistant I TCC
 - Manufacturing Engineering Technology Assistant II TCCUpon a motion by B. Jones, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the New Program Requests as presented.
- Demonstration, Virtual Welding Machines

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

- **Spring Semester Enrollment, 7-Day Report** - We have added students since the report was published and currently have 2025 students registered for spring semester. This is an increase of about 1% over Spring Semester 2019. TCSG has a system-wide increase of 4.5%. This marks the eighth consecutive term of enrollment increases. President Durden stated our full time enrollment for fall was up 7%. We expect spring enrollment to increase slightly more when the commercial truck driving term begins.
- **GOAL (Georgia Occupational Award of Leadership) & Rick Perkins Award** - OTC's 2020 GOAL and RPA winners, Erica Deaton (Culinary Arts) and Dr. Amy Dorminey (Veterinary Technology), travel to the regional competition in Tifton, Georgia on February 20 to compete for one of the slots in the State competition. Erica and Amy will then receive an all-expense-paid trip to Atlanta in April where they will find out if they are finalists. If they are finalists, they will compete with finalists from the other state technical colleges. A panel of leaders from business, industry, and government sectors will interview them and choose one to be the state's 2020 GOAL winner and 2020 RPA winner!.
- **2020 Spring Commencement** – Save the Date: May 14, 2020, 7:00 pm Hanner Field House. Please let Karen Mobley know if you plan to attend.

ADMINISTRATIVE SERVICES: Bobby Jones

November Financial Report*

- November 30, 2019 YTD budgeted revenue/expenses were \$23,204,666. We received \$11,418,635 in revenue and expensed \$10,498,414. The financial report shows a net income of \$920,221.
- November 30, 2019 YTD Total Current Assets - \$3,709,314. Total Assets - \$4,010,762 = Total Liabilities/Fund Balances of \$4,010,762.
- We received 49% of our anticipated revenue and we expensed 50%.
- We received \$3,749,857 of our state funds, which is 34% of our anticipated budget of \$11,113,512.
- We received \$172,740 of our federal funds, which is 21% of our anticipated budget of \$808,631.
- We generated \$3,864,225 in local funds, which is 51% of our anticipated budget of \$7,650,711.
- We have received and expensed \$3,631,811 in Hope, Pell, and SEOG funds.

Upon a motion by B. Smith, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the November 30, 2019 financial report as presented.

December Financial Report*

- December 31, 2019 YTD budgeted revenue/expenses were \$23,219,985. We received \$12,302,740 in revenue and expensed \$11,959,824. The financial report shows a net income of \$342,916.
- December 31, 2019 YTD Total Current Assets - \$2,942,389. Total Assets - \$3,332,584 = Total Liabilities/Fund Balances \$3,332,584.
- We received 53% of our anticipated revenue and we expensed 56%.
- We received \$4,504,113 of our state funds, which is 41% of our anticipated budget of \$11,113,512.
- We received \$215,857 of our federal funds, which is 26% of our anticipated budget of \$823,004.
- We generated \$33,950,011 in local funds, which is 52% of our anticipated budget of \$7,650,711.
- We have received and expensed \$3,632,757 in Hope, Pell, and SEOG funds.

Upon a motion by C. Ethridge, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the December 31 financial report as presented.

**COLLEGE ADVANCEMENT: Carolyn Ethridge
Foundation Report –**

- New look for the logo – Changed logo colors from orange/green to red/black.
- Signed Endowment Agreement with the Statesboro-Bulloch Chamber of Commerce Agribusiness committee. The first check of \$7,500 will be presented to Ogeechee Tech at Business After Hours tomorrow.
- End of the year tax letters and Gift in Kind letters have been mailed to donors

iGOT time! TUESDAY, MARCH 17th

- We are redesigning pledge cards for internal/external campaigns
- Volunteer letter sent 2/13
- Pre-call opportunity for Local Board members. Pre-call folders distributed to Local Board members.
- Seeking 100% participation from Local Board members and Foundation Board members prior to internal campaign to faculty staff, March 12.
- Invitation to serve breakfast to faculty staff, March 12, 8:00 a.m. NRB – Oak Room
- Other important dates to consider:
 - February 20, Rotary Club of Sylvania (student speaker, Heather Snowden)
 - February 25, Kiwanis Club of Brooklet
 - February 27 – Screven County iGot launch, Breakfast 8 a.m., (student speaker, Adam Anderson)
 - March 3, Exchange Club (15 min. timeslot, no student)
 - March 5 – Downtown Statesboro Rotary,
 - March 5, Kiwanis Club of Statesboro (student speaker, Heather Snowden)
 - March 12, Internal campaign faculty/staff kick-off (also staff development day)
 - March 16, Statesboro Rotary Club, (student speaker, Heather Snowden)
 - March 19, Campaign reveal, CVB at 4:00 p.m.
- iGot video created for Screven County shown to the Board. The video for Bulloch and Evans counties will feature students and businesses from each of those counties.

PR/Marketing Report –

- Annual report completed
- Promoting OTC Open House, March 26th

Press Releases:

- Dr. Amy Dorminey Named Instructor of the Year
- Supplies Donated to Area Citizens
- Mark Anderson Appointed to Georgia State Board of Cemeterians
- Makika Kelly to Represent OTC as EAGLE Delegate
- Heavy Diesel Program Highlighted on WTOC
- Statesboro-Bulloch Chamber of Commerce and OTC Sign Endowment Agreement
- 'A Passion For Food And Fellowship'
- Lori Durden Appointed To Georgia Innovates Taskforce
- Martin Presents At JRCERT 50th Anniversary Conference
- Ogeechee Tech's Division Of Student Affairs Brings Hope For The Holidays

- Executive Council Participates In Service Project At TMT Farms
- Ogeechee Tech To Be Highlighted By Environment Georgia
- Fundamental Carpentry Skills Class Helps Organization Open Its Doors
- OTC Awarded Two Certificates Of Achievement By State Of Georgia DOAS

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble. *Jan reported in Mark and Yolanda's absence.*

FANUC FAST Site certification – There are two teaching observations to complete before the FANUC lab is FAST Site certified. The first observation held January 28-31. FANUC's lead instructor observed our instructor, Justin Goodman, as he taught five students the introductory Handling Tools course. We received very positive feedback from the FANUC observer. Justin is scheduled to teach the second course, IR Vision, in March. Once the observations are complete, and his teaching approved, certification for the lab will follow. FANUC has announced Ogeechee Tech will be the last external FAST Site approved for the near future. Ogeechee Tech is the only FAST site in Georgia and one of only three in the United States.

Contract Training -

Full Access Industrial Systems Training Program is underway. Six of our industry partners have made a two-year commitment to participate in the program. We have eight employees from four of the companies participating in the electrical apprenticeship program that began on January 6. This program is scheduled to run for 13 months. A website is in development to assist industry partners with registration and scheduling for all available contract training. A scheduling system is in place for students to schedule a time to use available trainers.

- Contract Training – January 2020: 62 people trained; 6,295 contact hours
- Contract Training – YTD FY2020: 633 people trained; 22,188 contact hours

Continuing Education -

COMP-TIA training for GSU IT department -

- Continuing Education – January 2020: 19 people trained; 366 contact hours
- Continuing Education – TYD FY2020: 368 people trained; 5,014 contact hours

Adult Education Report -

- Enrollment through January 2020 was 218 students (52% of Goal); down 10% overall throughout the state.
- Seven Students have obtained their GED through January 2020.
- The percentage of students achieving a measurable skill gain was 24.55%. The percentage of measurable skill gains statewide is down from last year as well.
- The new grant proposal has been released by TCSG. The college will submit the grant to continue providing adult education services. Grants will last for a four-year period - July 1, 2020 to June 30, 2024. Grant submission is due March 31.
- New marketing campaign for Adult Education. The term Adult Education is going away. Beginning July 1, 2020, it will be called *Georgia Opportunities – It's GO Time*. Marketing materials provided for each technical college by TCSG.

Facilities Report –

- Total FY2020 Facility Bookings to date - \$82,000 (\$95,000 Goal)
- FY2021 confirmed bookings are currently \$42,535

- We are tracking 80% above last year in the number of Business Events booked. Our emphasis this year has been to book more business rentals when campus is open.
- OTC was the Statesboro Magazine Fabulist Winner for Best Place to hold a business event, and won 2nd place for Best Wedding Venue.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***

- Technology Plan
- Disaster Recovery Plan
- Employee Handbook
- Facilities Maintenance Plan
- Warranty Claim Procedures Manual

Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans as presented.

- **Procedures***

- 1.1.p. Development, Approval and Review of Local Procedures
- 1.1pa2. Local Procedure Format
- 3.1.12p1. Cooperative Nonprofit Organizations Procedure
- 3.1.12p2. Foundation Procedure
- 3.3.3p5. Business Office Procedures for Facility Rentals – *New*
- 3.3.4p3. Privacy Notice to Computer Users Procedure
- 3.3.4p4. Remote Access Procedure
- 3.3.4p5. Laptop Computer Use Procedure
- 4.3.2p5. Public Demonstration Procedure
- 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
- 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
- 5.1.11p2 to p7. Instructional Live Work Projects Procedures (Automotive, Cosmetology, Electrical Systems Technology, Funeral Service Education, Hospitality, and Opticianry)
- 6.2.1p4. Student Assessment Procedure
- 6.4.1p1. College Catalogs Procedure

Upon a motion by C. Ethridge, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

Nursing \ Early Childhood Education Renovation

This project is on schedule with a completion date of mid-April. The scope has increased due to surplus construction funds being used to relieve the stress of a shortage in furniture and equipment funds. For example, audio/visual equipment was moved to the construction contract and some loose furniture was replaced by installed cabinets and shelving.

Library Renovation and Expansion

After some extended review and revisions, the Library Renovation and Expansion project is posted for public bid. Interested contractors are required to attend an on-site meeting on February 25 in order to be eligible to submit their bid in March. With a little luck, the project will come in within budget, approved by State Board, move smoothly through the construction process, and completed before the start of Fall semester in August.

Exterior Sign Project

The signs are currently in production with installation scheduled to start in late February. The contractor has been great to work with throughout the process. Minor construction changes are resulting in major improvements on the initial design. Additionally, the contractor has made very helpful observations while being on campus that will assist in our efforts to improve wayfinding.

Health Science South - Chiller Replacement

The Health Science South and Kennedy Annex share an HVAC system comprised of two 80-ton chillers. After a catastrophic failure, one of these units was replaced in 2017. The other unit's replacement was recently approved and put out for bid on January 27. The project will award on February 26. Once installed, this will fully restore the cooling capacity needed for these buildings with the added benefit of having redundant systems in the event of future unexpected issues.

PRESIDENT'S REPORT:

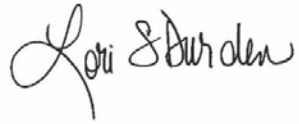
- Effective January 1, 2020, Governor Kemp appointed Mr. Greg Dozier as the new Commissioner for the Technical College System of Georgia. His background is in State government.
- The 2020 legislative session is underway. Dual Enrollment legislation has passed the senate but is getting some push back from the House. Key changes to the Dual Enrollment program allows us to continue to provide technical education (CTAE) services to high school students in the 10th, 11th, and 12th grades. Additionally, we may provide core courses to 11th and 12th eligible grade students. Students have a total of 30 hours of Dual Enrollment credit available to them. Changes would take effect summer semester.
- Business After Hours is tomorrow, 5:00 – 6:30 pm in the Natural Resources Building Atrium.
- Georgia Innovates Taskforce – Lt. Governor Geoff Duncan appointed President Durden to the Georgia Innovates Taskforce. The Taskforce is charged with making Georgia the Technology Capital of the East Coast and has until July 2020 to have a plan in place.

CHAIRPERSON'S SUMMARY: Ogeechee Tech closed out 2019 on a very good note in terms of industry partnerships and we want to continue strengthening those partnerships in 2020.

ADJOURN: There being no further business at this time the meeting adjourned at 10:27 a.m.

The next meeting of the Local Board of Directors is **March 18, 2020** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large, stylized initial "L".

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Teleconference

April 15, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Fred Hill, Bobby Jones, Bobby Smith, and Yolanda Tremble

MEMBERS ABSENT: Carolyn Ethridge and Ben Ross

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:02 a.m.

INVOCATION: The invocation was given by Fred Hill.

REVIEW OF AGENDA: Upon a motion by C. Hearn, seconded by B. Golden; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by B. Golden, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of February 19, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

There was no mention of Ogeechee Technical College during the March 2020 State Board meeting.

During the April 2020 State Board meeting the construction contract for the Library Renovation and Expansion was awarded to Y-Delta and approved in the amount of \$536,604, using local funds.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

Status of Academic Affairs during COVID-19

- Faculty and staff members within Academic Affairs are diligently working to ensure there was a smooth transition to wholly online course offerings for Spring Semester. We are offering 474 classes this semester and 110 considered 100% online and about 50 were off-site courses like clinicals/practicums. With the help of the TCSG distance education team and OTC's distance education team, 314 on-campus/hybrid courses transitioned to completely online. There are many courses with lab requirements that cannot be completed online. We are working with each of them to either get to campus at some point to complete the labs, or we'll issue incompletes and work with the students during summer semester to make-up missed work.

- The transition has been very successful but there is still a lot of work to do with development of courses in the online environment. We are continually offering professional development sessions and training for our faculty members to make them proficient in effective course delivery methods.
- Fortunately, we create a Blackboard course (our online course delivery platform) for every class at the beginning of each semester. We require faculty to utilize the gradebook function in Blackboard so our faculty members were already familiar with the platform. Some instructors are more seasoned than others. Our resident expert faculty members are mentoring those who need help setting up their courses.
- As we look forward to summer semester, we will only be offering courses on campus that require lab hours. Even with those courses, we are moving the didactic portion online and only allowing students on campus for the required lab hours.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith
Status of Student Affairs during COVID-19

- Emails and phone calls are continuing to be responded to within 24 hours
- Registrar and Financial Aid functions are continuing with no disruption
- Texting communication has increased for Admissions, Financial Aid, and Student Support Services
- All areas have increased attendance of webinars to gain more ideas of how to help students succeed online
- The Tuition Waiver application & Lending Library/Emergency Assistance application have both been adapted into online applications students can complete from a mobile device or computer
- Admissions
 - Waiving the application fee through June
 - Increased access for admission by admitting students without requiring placement testing
 - Competitive Admission workshops will be offered online
 - Virtual information sessions and tours will be offered
- Student Support Services
 - Career services is providing pre-recorded online presentations for students on topics including resume writing, interview skills, and dressing for success; conducting mock interviews via WebEx; offering resume review and assistance via email
 - Assessment Center has postponed testing for now but continues to research proctored testing options that will be put in place as soon as possible
 - Disability Services has worked to provide accommodations for students in the new online setting to ensure all students who were previously receiving accommodations on campus are still provided reasonable accommodations at home; events will be hosted online to provide information and resources for special populations students
 - Counseling Services will soon be offering telemedicine appointments for students; virtual support is provided through “Comfort Corner” in emails to students, faculty, and staff

- Student Navigator is encouraging online tutoring through Smarthinking; student tutors will be tutoring through online appointments via WebEx; advising is being conducted through phone and email
- Academic Advisor is advising via phone/email
- Student Activities
 - Student organization meetings being held through WebEx
 - Online activities and events offered such as an online scavenger hunt, thank you note campaign, college from home campaign, virtual movie night, and bingo.
- Commencement
 - In accordance with the latest public health guidelines regarding travel and interpersonal contact, we are postponing commencement events, including all scheduled pinning ceremonies, until further notice.
 - We are committed to celebrating the accomplishments of our many talented and deserving students. We are currently exploring dates in late summer and early fall.

ADMINISTRATIVE SERVICES: Bobby Jones

January Financial Report*

- January 31, 2020 YTD budgeted revenue/expenses were \$23,689,513. We received \$14,245,617 in revenue and expensed \$13,700,628. The financial report shows a net income of \$544,989.
- January 31, 2020 YTD Total Current Assets - \$3,317,716; Total Assets - \$3,549,222 = Total Liabilities/Fund Balances \$3,549,222.
- We received 60% of our anticipated revenue and we expensed 62%.
- We received \$5,296,653 of our state funds, which is 47% of our anticipated budget of \$11,294,532.
- We received \$454,546 of our federal funds, which is 55% of our anticipated budget of \$823,004.
- We generated \$4,573,153 in local funds, which is 60% of our anticipated budget of \$7,650,711.
- We have received \$3,921,265 in Hope, Pell, and SEOG funds.

Upon a motion by T. Hall, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the January 30, 2020 financial report as presented.

February Financial Report*

- February 29, 2020 YTD budgeted revenue/expenses were \$26,815,270. We received \$20,187,762 in revenue and expensed \$18,360,834. The financial report shows a net income of \$1,826,927.
- February 29, 2020 YTD Total Current Assets - \$4,622,769; Total Assets - \$4,852,271 = Total Liabilities/Fund Balances \$4,852,271.
- We received 75% of our anticipated revenue and we expensed 73%.
- We received \$6,090,098 of our state funds, which is 54% of our anticipated budget of \$11,324,133.
- We received \$500,487 of our federal funds, which is 61% of our anticipated budget of \$823,004.
- We generated \$6,579,754 in local funds, which is 86% of our anticipated budget of \$7,650,711.
- We have received \$7,017,422 in Hope, Pell, and SEOG funds.

Upon a motion by T. Hall, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the February 29, 2020 financial report as presented.

March Financial Report*

- March 31, 2020 YTD budgeted revenue/expenses were \$27,023,176. We received \$21,382,553 in revenue and expensed \$19,940,904. The financial report shows a net income of \$1,441,649.
- March 31, 2020 YTD Total Current Assets - \$4,222,056; Total Assets - \$4,443,246 = Total Liabilities/Fund Balances \$4,443,246.
- We received 79% of our anticipated revenue and we expensed 78%.
- We received \$6,960,793 of our state funds, which is 61% of our anticipated budget of \$11,413,098.
- We received \$446,926 of our federal funds, which is 54% of our anticipated budget of \$823,004.
- We generated \$6,838,469 in local funds, which is 89% of our anticipated budget of \$7,650,711.
- We have received \$7,136,363 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the March 31, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge

Foundation Report –

Internal iGot campaign

- 149 full-time employees, 9 part-time employees (who have given) = 158 total
- 145 employees (including the 9 part-time) have given for a 92% rate (compared to last FY 82%)
- 6 employees were absent that have yet to receive pledge cards
 - 4/6 have given in the past – that would take us to 94%
- 7 employees who have the pledge forms but have not given at this time

Community iGot campaign

- Email has been sent (4/7/2020) to volunteers - iGot postponed indefinitely
- OTC Foundation made a soft ask for funds to be directed to the **Student Emergency Fund**

Scholarships

- Applications open for scholarships April 13 – June 30
- We have 17 new scholarships to offer students
 - (10) \$1000 scholarships from BTC Community (part-time students eligible), must be Bulloch county resident and studying in a computer related field
 - (6) \$1000 scholarships from Coastal Conservation Association and GDNr for students studying in Fish and Wildlife programs
 - (1) \$750-1000 scholarship from Statesboro Bulloch Chamber Agribusiness committee for a student studying in related field

PR/Marketing Report –

COVID-19 communication

- Created a TRANSITION HUB on the OTC website for students, faculty and staff to address frequently asked questions

- Communicate with students, faculty, staff and community with daily post to our social media outlets

Spring Open House / Free App Day Wrap-Up:

- 364 people landed on FB event page from Google Paid Ads
- 16,487 completed YouTube views out of 36,000 impressions (46 clicks)
- Facebook Ads: 425k impressions / 6,832 clicks
- Over 90% of our FB clicks came from mobile devices.
- Once we switched to Free App Day branding both Clicks and Impressions nearly doubled.

Summer (and Fall) Enrollment Campaign (Tripled Budget)

- Third Wave: April 1 – May 18 (FB, Google Paid Search, Re-Targeting)
 - Was told today by Third Wave that we are having some of the best conversion rates they've ever seen during this campaign so far.
- Cox Media: April – June (Trial Period will bleed into Fall recruitment)

Press Releases

- OTC Campus Safety Delivers Medical-Grade Gloves to TCSG
- Star Harris Awarded “Director of the Year” in Evans County
- Out to Conquer Competes for First Time in Esports Tournament
- Assessment Center Awarded Twice by TCSG
- Local restaurant owner shares craft with OTC students

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

General Notes

- FANUC Lab Certification – OTC instructor Justin Goodman observed by a FANUC instructional observer on March 10 – March 12 as he taught the 2nd of two certification classes. He was given a “double thumbs up” by the observer, and we are awaiting certification notification.

Contract Training

- Through the month of March, the Contract Training department had trained 736 people for a total of 28,984 contact hours.
- We are using webinars and our Amatrol online curriculum to effectuate industry training for the next several weeks.

Continuing Education

- Through the month of March, the Continuing Education department had trained 441 people for a total of 6,419 contact hours.
- We are working diligently to place content online through the Blackboard platform provided by TCSG including Driver’s Education training.

Adult Education Update

- Our enrollment through March 31 was 249 students. Our FY20 goal is 418. Our percentage of students achieving a measurable skill gain is 25.60%.
- We will work remotely with prisoners in the Bulloch County Correctional Institution. If that comes to fruition, the program will see an increase in its enrollment total for the year.
- Our instructors are currently working with their students through the program’s online platform. Response has been very good.
- Eight students have obtained their GED this fiscal year.

- This year's grant process postponed until October 30, 2020. The current grant extended through FY21. The new grant submission schedule is on the Adult Education Enrollment & Activity page in your board book. This schedule applies to funding for FY22.

Facilities Update

- Booked events for April and May 2020 canceled. Many have rescheduled.
- Confirmed reservations for FY21 are \$54,500.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***
 - Academic Affairs Classroom/Lab Safety Management Plan
 - Program Development, Analysis & Termination Plan
 - New Employee Orientation Handbook
 - New Faculty Orientation Handbook
 - Hazardous Communication Program Plan/Inventory
 - Business Continuity Plan
 - Exposure Control Plan
 - Advisory Committee Guidebook
 - Career Services Plan
 - Occupation-Based Instruction Management Plan
 - FIT Life Handbook

Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans as presented.

- **Procedures***
 - 2.3.5p. Substantive Change Reporting Procedure
 - 2.3.6p. Accreditation Reporting Standards Procedure
 - 3.3.3p2. Electronic Message Board Usage Procedure
 - 3.3.4p6. Web Design Procedure
 - 4.4.4p1. Performance Management Procedure
 - 5.1.3p1. Advisory Committees Procedure
 - 5.1.11p10 Heavy Diesel Technology Live Work Procedure – *New*
 - 6.2.1p2. Repetition of Courses for Competitive Admission Programs Procedure
 - 6.2.1p3. Readmission to Competitive Admission Programs Procedure
 - 6.5.1p1. Academic Standards, Evaluations, and Appeals Procedure
 - 6.5.2p1. Grading System Procedure
 - 6.6.3p1. Fundraising Request Procedure
 - 6.6.4p1. Satisfactory Academic Progress/ Requirements for Fin Aid Procedure
 - 2.4.1p1. Local Board Responsibilities and Authority Procedure
 - 2.4.1p2. Local Board Bylaws Procedure
 - 3.3.4p2. Email Use Procedure
 - 4.9.5p1. Staff Development Procedure
 - 5.1.2p2. Credit Hour Procedure
 - 6.8.1p1. Field Trips Procedure
 - 5.1.2p5. Proctoring Procedure

Upon a motion by C. Hearn, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

Nursing \ Early Childhood Education Renovation

- The project continues to move forward as finishes are applied to walls and utilities are installed. Work has continued during the shutdown. The plan is to continue with hopes of on-time material deliveries and an available workforce to keep us on track. The furniture install delayed until May 19 due to manufacturing and delivery issues specific to the furniture vendor. There will still be lots of moving activity and equipment installs while furniture is on the way.

Library Renovation and Expansion

- Y-Delta, Inc. submitted the lowest bid. They are a great local company and have a long history with the college. A very competitive bid situation resulting in an under-budget award without taking any of the deductive alternates. State Board recently approved the award and Y-Delta officially notified on April 6. After the pre-construction paperwork is complete, there will be a meeting to determine when construction can begin. The top three bidders were Y-Delta, C. Merrill Construction and BAK Builders.

Exterior Sign Project

- The first phase of the project installation completed prior to the shutdown. There are concrete mounting pads with metal mounting poles all around campus (currently covered in caution tape). Unfortunately, the sign delivery and installation rescheduled for the week of April 20.

Health Science South – Chiller Replacement

- Mock Plumbing and Mechanical, Inc. received the executed contract on March 30. We have completed our pre-construction meeting and the chiller is on order. We have not yet received an estimate of the install date.

PRESIDENT'S REPORT:

- President Durden expressed her appreciation for everyone joining the conference call this morning.
- There is a lot of information in the committee reports within the Board book. Please be sure to review all reports.
- President Durden gave a summary of the status of the college.
 - Closed campus on March 17, 2020 in accordance with the Governor's Executive Order.
 - Moved all courses online following a two-week spring break. Online classes began on March 23
 - Lab instruction for specific health related programs (EMT, Paramedicine, and Rad Tech) began on Monday, April 13 in very limited numbers. Medical waivers required for students and faculty, temperatures taken, and a daily log of everyone on campus is kept. This is not mandatory for students. Students given the opportunity to come back on campus to complete their labs have come back. However, many students will take an incomplete for spring semester and the plan is for them to complete summer semester.
 - Graduation postponed until late July or early August.
 - iGot campaign postponed indefinitely. Good news is we were off to a great start with the internal employee campaign and pre-calls.
 - CARES Act stipulation for colleges and universities will provide the college approximately \$1.6M. \$8M designated for student use.

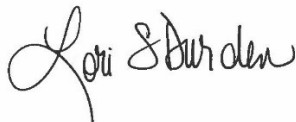
- Commissioner conference call with presidents every Monday, Wednesday, and Friday.
- Going into summer and fall terms, there will be many students coming back to complete their course work from spring. Implemented Free Application fee April – June and No Admission Testing required. Received a record number of applications during the scheduled open house on March 26, which was converted to a Free Application Day. Current enrollment for summer is 63% of goal.
- All employees continue to be paid. Those able to work from home are doing so. We continue to pay part-time employees as well.
- Developed a Transition Hub online with information for students, which has been very effective.
- President Durden mentioned the passing of Senator Jack Hill, which is a tremendous loss for the college, community, and state of Georgia. Eventually we will make sure he gets the recognition and honor he deserves from the college following this pandemic.

CHAIRPERSON'S SUMMARY: Fred expressed his appreciation for President Durden and her team for doing everything you can to take care of the college, students, and employees during these unprecedented times. This has been very challenging for him as well in the HR field in the construction industry. So far, no one at the SACK Co. has tested positive for COVID-19. We will all get through this together. Take care and stay safe.

ADJOURN: There being no further business at this time the meeting adjourned at 9:30 a.m.

The next meeting of the Local Board of Directors is **May 20, 2020** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Teleconference
May 20, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Fred Hill, Bobby Jones, Ben Ross, Bobby Smith, and Yolanda Tremble

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Eyvonne Hart, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:04 a.m.

INVOCATION: Caughey Hearn gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of April 24, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

No May State Board meeting minutes for review. The next regular State Board meeting is on June 4, 2020.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

- Faculty and staff members within Academic Affairs have worked to ensure there was a smooth transition to wholly online course offerings for Spring Semester.
- The term finished on May 5 as scheduled with the majority of courses completing on time.
- We issued incompletes to 376 students (742 total) for courses that had lab requirements and/or clinical requirements.
- Plans are in place for each student to get them in the labs to make up the required time. We are hoping to have most incompletes converted to academic grades by the end of June.
- Summer Semester classes are primarily online with the exception of a limited number of labs that are scheduled on campus. We are following strict guidelines to minimize the risk of exposure for faculty and students.
- In March 2020, the Governor instructed colleges in Georgia to limit instruction to a fully online format in order to reduce the spread of the COVID-19 virus. Ogeechee Technical College recognizes that this change may have impeded students' ability to complete

course requirements. For that reason, Ogeechee Tech established a new grade category to provide a no-penalty withdrawal for students who were not able to successfully complete course requirements as a result of the COVID-19 crisis. The grade of “Z” represents withdrawal from a course before completion and does not have numerical equivalents and will not be calculated in a student’s grade point average. The “Z” grade is effective for Spring and Summer terms during AY 2020 (202014/202016) only.

- In addition to the “Z” grade not being included in the grade point average calculation, federal guidelines state that students who withdraw or stop attending classes can have certain regulations waived for those classes. The “Z” grade will not be counted in students’ Satisfactory Academic Progress (SAP) calculation. If the course is funded under HOPE, the grade will count against the lifetime paid hour limit but will not count against the HOPE GPA.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

GOAL/RPA Conference

- The annual Student and Instructor of the Year competition (also known as GOAL and Rick Perkins Award Competition), has officially been canceled. It was originally rescheduled for August, but the decision was made to cancel it this week. TCSG is exploring options to celebrate our local winners and we’ll keep you posted as details are sent out.

Summer Semester Enrollment

- As of May 14, we currently have 1244 students registered for summer semester 2020. Our summer semester 2019 enrollment was 1204, so we are showing a possible increase over last year’s enrollment. We will still have some fluctuation that will occur with enrollment over the next few weeks especially as we are requesting payment for courses from students.
- Our goal is to enroll 1228, which is a 2% increase over last summer.

ADMINISTRATIVE SERVICES: Bobby Jones

April Financial Report*

- April 30, 2020 YTD budgeted revenue/expenses were \$27,018,701. We received \$22,445,885 in revenue and expensed \$21,583,719. The financial report shows a net income of \$862,166.
- April 30, 2020 YTD Total Current Assets - \$3,578,751; Total Assets - \$3,860,445 = Total Liabilities/Fund Balances \$2,860,445.
- We received 83% of our anticipated revenue and we expensed 82%.
- We received \$7,768,237 of our state funds, which is 68% of our anticipated budget of \$11,422,187.
- We received \$573,950 of our federal funds, which is 70% of our anticipated budget of \$823,004.
- We generated \$6,980,898 in local funds, which is 91% of our anticipated budget of \$7,650,711.
- We have received \$7,122,799 (100%) in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the April 30, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge FOUNDATION

Student Emergency Fund

- Foundation is exploring ways to create funding specifically through the Student Emergency Fund for students impacted from the COVID-19
 - Campaign to be included

Pre-Planning

- Closing out FY20 and preparing FY21 budget to be approved by Foundation Board
- Will host final Foundation Board meeting FY20 next month
- Scheduling FY21 calendar events such as scholarship banquet and David Russell Memorial Golf Tournament

Scholarships

- Ongoing scholarship applications - April 13 – June 30
 - 136 applicants/ 23 completed

PR/MARKETING

COVID-19 Communication

- Continuing to utilize the TRANSITION HUB on the OTC website for communication to our students, faculty and staff to address frequently asked questions
- Communicate with students, faculty, staff and community with daily post to our social media outlets

Press Releases

- Georgia Southern and Ogeechee Tech create accelerated pathway for student success
- Practical Nursing Graduate Gives Care on COVID-19 Floor
- OTC Students and Instructors Serve on the Front Lines

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

Contract Training

- Through the month of April, the Contract Training department had trained 774 people for a total of 29,782 contact hours.
- We are continuing to use webinars/Webex and our Amatrol online curriculum to conduct the majority of our industry training for the next several weeks. We have been granted limited lab access for industrial maintenance instruction in our Amatrol lab to include training in both electrical apprenticeships and Fast Track industrial Maintenance Training.

Continuing Education

- Through the month of April, the Continuing Education department had trained 494 people for a total of 6,631 contact hours.
- We were able to offer our annual Electrical Contractor update class online “live”. There were 53 remote attendees.
- We are offering two Driver’s Education classes online in June through the Blackboard platform provided by TCSG. Our first class is full with 15 students, and we expect the second to fill as well.

Adult Education Update

- Our enrollment through April 30 was 252 students. Our percentage of students achieving a measurable skill gain is 25.20%.
- Our instructors are currently working with their students through the program's online platform. Response has been very good.
- Eight students have obtained their GED this fiscal year.
- We have been given an initial estimate of our grant allocation for FY21 (see below). The current grant is being extended through FY21, so there will be no grant submission required for FY21. The FY22 submission schedule can be found on the Adult Education Enrollment & Activity page in your board book. This schedule will be applied to funding for FY22. Funding for FY23 – FY25 is contingent upon an annual renewal process.
- The funding cut of 14% in the state's allocation required the proposed elimination of two part-time instructional aide positions, one part-time ESL instructor position, and a reduction in the hours of the transition specialist. Only one of those positions is currently filled.

	FY21	FY20	% Change
FY21 State Adult Education - Projection	\$ 296,000	\$ 342,280	-14%
FY21 Federal AEFLA 231 Funds - Projection	\$ 89,000	\$ 81,000	9%
FY21 Federal AEFLA 225 Funds	\$ 15,000	\$ 15,000	0%

Facilities Update

- Confirmed reservations for FY21 are currently at \$51,245. This number does include rentals in July 2020.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***
 - a. Emergency Operations Plan

Upon a motion by B. Golden, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plan as presented.

- **Procedures***
 - a. 2.1.2p1. Mission Statement Procedure
 - b. 2.1.2p2. Vision Statement Procedure
 - c. 3.3.1p1. Food and Drink Procedure
 - d. 3.3.1p2. Litter Procedure
 - e. 3.3.7p1. Tobacco Use Procedure
 - f. 3.3.11p1. Severe Inclement Weather Procedure
 - g. 4.1.9p1. Volunteer Services Procedure
 - h. 4.3.2p7. Visitors Procedure
 - i. 4.5.3p1. Official Holidays Procedure
 - j. 5.1.8p1. Advanced Placement Procedure
 - k. 5.5.5p1. College Calendar Procedure
 - l. 6.7.2p1. Student Dress Code Procedure

Upon a motion by C. Ethridge, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing \ Early Childhood Education Renovation** - The project has fallen victim to the pandemic. We received word on May 13 that the job would have to shut down temporarily. The furniture install pushed to June 16 but we will be able to move in some selected equipment and supplies where areas are complete.
- **Library Renovation and Expansion** - The Library is currently in the demolition phase. As normal, some existing conditions have created opportunities for the college to make some adjustments. We are fortunate the initial bid was under budget so there is some room to accommodate limited changes. As shown in the pics below, demolition moves quickly. The first picture is the main library. The second is the old electrical lab (which moved to the Industrial Technology Building). This will become a new computer lab and several specialty spaces.
- **Exterior Sign Project** - The project is finally complete with lots of positive feedback. As a supplement to this project, we contracted with the same company to replace the pole-mounted canvas banners with a solid material and heavy-duty bracket system.

PRESIDENT'S REPORT:

- **Highlights of the Board Reports:**
 - a. President Durden stated how proud she is of how the faculty, staff and students have adjusted to our "new normal"
 - b. Nursing/ECCE renovation and Library renovation in progress. Nursing renovation on hold until June 1 due to material shortages. Both renovations are scheduled to be complete prior to fall semester.
 - c. Spring semester students began completing lab requirements on Monday, May 18. Lab instruction is going well. CDC guidelines are being followed on campus.
 - d. Summer semester began on Monday, May 18 as well. All classes are online except those requiring a lab component, which will begin June 1.
 - e. On July 6 the college will be open to the public for prospective students enrolling fall semester.
 - f. The campus remains closed to the public with minimal faculty, staff and students. Mark Anderson asked when the campus will be fully open. President Durden stated we are not entirely sure. We are waiting on further guidance from TCSG and hope for a normal schedule beginning fall semester.
 - g. Summer enrollment is currently up over last summer.
 - h. State GOAL and Rick Perkins conference in August cancelled.
 - i. CARES Act funding – \$1.6M; half of that designated to student emergency funding. Every student who met federal requirements received a \$400 grant refund. Remaining funds held in a student emergency fund for additional aid up to \$1,000. Students must apply for these funds.
 - j. Fiscal year ends June 30, 2020. We have had a solid financial year due to enrollment and the credit hour increase. FY2021 budget reduced by 14%, which equates to \$1.2M. The College's current plan for the reduction in budget includes the following. This is subject to change depending on actual state allocation and enrollment for AY21.
 - i. Using financial reserve


- ii. Hiring freeze
- iii. Possible furlough days; dependent on enrollment
- k. June Board meeting – The board is required to meet eight times per year. With the March Board meeting canceled, president Durden proposed meeting in June on campus. It is Bobby Smith's last meeting and we would like to recognize him properly, and President Durden has many other items for discussion. The meeting would be held in the Oak Room and we will follow social distancing protocols. The Board agreed to meet on campus June 17, 2020 at 9:00 am in the Oak Room.

CHAIRPERSON'S SUMMARY: Fred expressed his appreciation for everyone taking time to meet this morning. Fred commends the college leadership for their hard work throughout these uncertain and every changing times.

ADJOURN: There being no further business at this time the meeting adjourned at 9:30 a.m.

The next meeting of the Local Board of Directors is **June 17, 2020** at 9:00 a.m. in the Natural Resources Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Oak Room
June 17, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Tammi Hall, Fred Hill, Bobby Jones, Ben Ross, and Bobby Smith

MEMBERS VIA CONFERENCE CALL: Carolyn Ethridge, Dr. Barbara Golden, and Caughey Hearn

MEMBERS ABSENT: Yolanda Tremble

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Dr. Ryan Foley, Karen Mobley, Jan Moore and Brandy Taylor

STAFF VIA CONFERENCE CALL: Eyvonne Hart

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:05 a.m.

INVOCATION: Fred Hill gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by T. Hall, seconded by B. Smith; all in favor; none opposed; the Board accepted the minutes of May 20, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Caughey Hearn

Program Updates

- Ray Delva, English Instructor, featured in the 20 Under 40 group of outstanding professionals sponsored by the Statesboro Herald. The 20 Under 40 honors a group of outstanding professionals under the age of 40 who excel in their industry, are company leaders, and are good community citizens.
- The Fish and Wildlife Management Program featured in recent edition of the *Georgia Forestry* magazine. The article outlined the need for our Fish and Wildlife Management program highlighted that many more than 90 species of mammals and 350 species of birds in Georgia rely on healthy forest ecosystems for their habitat and survival.

STUDENT AFFAIRS: Dr. Barbara Golden/Bobby Smith

- **Summer Semester Enrollment**
 - As of June 16, we have 1199 students registered for summer semester 2020. Our summer semester 2019 enrollment was 1204, so our enrollment is essentially flat over last year. We were not able to offer new sections of our Commercial Truck Driving program, so this contributed to the current numbers. We had to focus our time this summer getting our spring semester students on the road to

make up time. Based on pre-enrollment data, TCSG is experiencing a system-wide decline of about 8.3% for summer semester.

- **OASIS Food Pantry**

- Beckie Snyder, Administrative Assistant to the Assistant Vice President of Student Affairs, collaborated with other Ogeechee Technical College staff to launch the OASIS (Outreach Assisting Students in Shortage) Food Pantry.

OASIS was opened in January to serve OTC students in need. Snyder said that her idea for OASIS developed while working in Student Affairs at OTC with Emergency Assistance funds. "I've seen the need for food assistance in our community while working with a local soup kitchen, and I began to recognize that same need here on our campus," said Snyder.

The food pantry has already received over 25 requests for assistance. While the name OASIS lends itself to specifically helping OTC students, the pantry is also available to any OTC faculty or staff that may have needs.

- **Commencement 2020**

- Our Commencement Ceremony has been scheduled for August 4 at the Performing Arts Center on the campus of Georgia Southern. At this time, we will have either one ceremony at 7:00pm or two ceremonies to accommodate all graduates while maintaining social distancing (5:00pm and 7:30pm). We are limited to 250 in the PAC at one time but want to give all graduates the opportunity to walk. Only graduates will be allowed to attend the ceremony, but we will be live streaming the ceremony for all family and friends to enjoy.

ADMINISTRATIVE SERVICES: Bobby Jones

May Financial Report*

- May 31, 2020 YTD budgeted revenue/expenses were \$28,368,134. We received \$24,569,676 in revenue and expensed \$23,423,166. The financial report shows a net income of \$1,146,509.
- May 31, 2020 YTD Total Current Assets - \$3,934,317; Total Assets - \$4,160,362 = Total Liabilities/Fund Balances \$4,160,362.
- We received 87% of our anticipated revenue and we expensed 88%.
- We received \$8,987,784 of our state funds, which is 79% of our anticipated budget of \$11,422,187.
- We received \$617,224 of our federal funds, which is 38% of our anticipated budget of \$1,634,180.
- We generated \$7,303,611 in local funds, which is 95% of our anticipated budget of \$7,650,711.
- We have received \$7,661,056 (100%) in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the May 31, 2020 financial report as presented.

FY2021 Proposed Budget Allocation*

- State Funds - \$8,435,704
- Federal Funds - \$1,558,996

- Local Funds - \$8,602,759
- Total Proposed FY2021 Budget - \$18,597,460

This is a 14% budget cut from FY2020 as directed by Governor Kemp.

Upon a motion by T. Hall, seconded by B. Ross; all in favor; none opposed; the Board reviewed and accepted the FY2021 Proposed Budget Allocation as presented.

COLLEGE ADVANCEMENT: Carolyn Ethridge FOUNDATION

- Foundation Board of Trustees final meeting for FY2020 - Monday, June 22
 - Approval for FY2021 budget at that time
- Scholarship banquet – September 22
- David Russell Adult Ed. Memorial Golf Tournament – October 8

Scholarships

- Ongoing scholarship applications - April 13 – June 30
 - 229 applicants/ 37 completed
 - Emailed students who started the process to offer assistance
 - Emailed program directors reminding them about deadline

PR/MARKETING

New Billboard and Marketing campaign – “Creating an Essential Workforce since 1986.”

Press Releases

- National Technical Honor Society member wins national scholarship
- Ogeechee Tech launches OASIS food pantry
- OTC’s Ray Delva featured in 20 Under 40
- OTC’s Fish & Wildlife Management Program Featured in Georgia Forestry
- OTC delivers cookies to regional hospitals
- Radiologic Technology alum supplies PPE through personal business

ECONOMIC DEVELOPMENT: Mark Anderson/Yolanda Tremble

Contract Training

- Through the month of May, the Contract Training department has trained 800 people for a total of 30,298 contact hours.
- We are working through the last requirement for FANUC lab certification. VP Hart made revisions to FANUC’s proposed agreement with the college and are we are awaiting their response to those revisions.
- There is additional apprenticeship grant money being made available through the state. We are working with our industry partners to evaluate the interest in a creating a second cohort which would start in the fall.

Continuing Education

- Through the month of May, the Continuing Education department has trained 510 people for a total of 6,744 contact hours.
- OTC is one of three TCSG colleges to be part of the new Future Skills Pilot training program by Microsoft. We will be offering AZ900 (Azure Fundamentals) Cloud training. It is an 18 hour course.

- We just completed our first Driver’s Education class with live, online delivery, and are now conducting our second online class.
- We have finished a comprehensive revision of the college’s continuing education landing page on the college’s website.

Adult Education Update

- Our final enrollment for FY20 will be 252 students. Our percentage of students achieving a measurable skill gain is 25.20%. Eight students have obtained their GED this fiscal year.
- We recently submitted the required budget documents to receive funding for FY21. The submission was based on the estimate of our grant allocation for FY21 that was issued by the state. The current grant is being extended through FY21.
- The FY22 grant submission schedule can be found on the Adult Education Enrollment & Activity page in your board book. This schedule will be applied to funding for FY22. Funding for FY23 – FY25 is contingent upon an annual renewal process.

The funding cut of 14% in the state’s FY21 allocation required the proposed elimination of two part-time instructional aide positions, one part-time ESL instructor position, and a reduction in the hours of the transition specialist. Only one of those positions is currently filled.

	FY21	FY20	% Change
FY21 State Adult Education - Projection	\$ 296,000	\$ 342,280	-14%
FY21 Federal AEFLA 231 Funds - Projection	\$ 89,000	\$ 81,000	9%
FY21 Federal AEFLA 225 Funds	\$ 15,000	\$ 15,000	0%

Facilities Update

- Confirmed reservations for FY21 are currently at \$51,245. There is a waiting list to view the facilities once the college is reopened to the public.

INSTITUTIONAL EFFECTIVENESS: Tammi Hall

- **Plans/Manuals/Handbooks***
 - a. Distance Learning Policies & Procedures Manual
 - b. Online Course Orientation: Student Policies & Procedures
 - c. Institutional Effectiveness Plan

Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plan as presented.
- **Procedures***
 - a. 2.4.4p1. Local Board Member Emeritus Procedure
 - b. 3.1.13p1. Collection Procedure
 - c. 3.1.16p1. Purchasing Procedure
 - d. 3.3.3p4. Solicitation Procedure
 - e. 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
 - f. 5.1.1p1. Academic Freedom Procedure
 - g. 5.1.2p6. Faculty Role in Governance Procedure
 - h. 5.1.2p7. Uniforms Procedure
 - i. 6.3.1p1. Distance Education Student Privacy Procedure

j. 6.4.1p1. Books and Supplies Procedure

Upon a motion by C. Etheridge, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

- **FY2021 Perkins Allocation***

Brandy Taylor reviewed the FY2021 Perkins Budget Allocation. The College will receive \$494,923 in Federal funds for FY2021. The bulk of the Perkins budget goes toward personnel and program equipment.

Upon a motion by B. Smith, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the budget as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing \ Early Childhood Education Renovation** – The project continues to suffer from the impacts of the pandemic. There are several glass walls as often seen in hospital settings. The manufacturers of these wall systems have given priority to other jobs – as they should. The expected date for these systems is early July. The furniture install will proceed as scheduled on June 16. This will allow supplies and equipment to be moved into the space as we prepare for fall semester.
- **Health Science South Chiller Replacement** – Mock Plumbing and Mechanical, Inc. confirmed the ship date of June 24 from the manufacturer. The chiller will be delivered directly to the college with hopes of a completed install in early July.
- **Library Renovation and Expansion** – The Library project is proceeding as expected. The first orders have been approved with only minimal impact to the construction schedule. Additionally, the furniture order has been placed with hopes of having the space fully equipped and ready at the beginning of fall semester.
- **Exterior Sign Project** – The replacement of the pole-mounted canvas banners with a solid material and heavy-duty bracket system is complete. There are pole signs at each building as well as branding signs along the connector road. We now have multiple ways to identify buildings, vehicular and pedestrian directional signs, and consistent branding which also extends to satellite locations.

PRESIDENT'S REPORT:

- **FY2021 Budget cut (14%)** – President Durden reported the College's fiscal year ends June 30, 2020 and we are in the strongest financial position the college has ever been in with approximately \$3M in carryover funds. This is mostly due to the credit hour tuition increase and strong enrollment. In order to achieve the 14% budget cut, each Vice President has reduced their divisional budgets to operate as efficiently as possible. Travel reduced significantly for FY2021. President Durden is striving for no furlough days as part of the budget reduction plan (6 max if necessary). College presidents have been informed the final budget cut could end up at an 11% cut rather than 14%.
- **Local Board Self-Assessment** – Assessment will be sent out shortly and results will be reviewed at the next meeting in August.
- **FY2021 Meeting Schedule** – Schedule will remain at the same time and format as previous years.
- **FY2021 Committee Assignments** – Each Board member assigned to a different division each year in order to learn about all aspects of the college.

- FY2021 Plan of Work – No changes from FY2020 Plan of Work. The Plan of Work outlines the Boards mission to advocate for the college, be the eyes and ears for college, and to provide feedback and insight from community partners.
- Student Satisfaction Inventory & College Employee Satisfaction Survey Results
 - SSI –
 - 82% satisfaction compared to national average of 65%; 82% would probably or definitely re-enroll at OTC compared to national average of 73%.
 - Out of 248 comments, 85% were positive. Suggestions for improvement: vending machines, more tutors, faculty responsiveness, more parking for students at OSB.
 - CESS –
 - 4.45 overall satisfaction; 3.82 national avg.
 - Challenges:
 - There are effective lines of communication between departments
 - I am paid fairly for the work I do
 - 2% pay increase in FY2021
 - May department has the staff needed to do its job well
 - My department has the budget needed to do its job well
 - Twelve strengths identified. Good things happening as well.
 - Twenty-four comments from employees. This number continues to decrease, which indicates higher satisfaction from employees.
 - All feedback is taken seriously
- Lab instruction on campus continues. Guidelines provided by TCSG and CDC being followed. Two students have tested positive for COVID-19. One was at a clinical site and the other was in a lab setting on campus. DPH is performing contact tracing on those who were in direct contact with these individuals. Both of these students are in self-quarantine for 14 days. The instructor and six other students who were in the lab at the same time as the student who tested positive are also in quarantine for 14 days.
- Racial Equity & Inclusion Committee – In light of the current state of affairs across the country, President Durden has formed a committee to help the college become a more united campus. The focus will be on activities, events, and discussions on racial equality and inclusion. Four staff members appointed to the committee to implement the initiative.
- Outgoing Board Member Recognition – President Durden recognized and thanked Bobby Smith, Jr. for his service to the Local Board. Mr. Smith served a 3-year term representing Screven County July 2017 - June 2020.

CHAIRPERSON'S SUMMARY: Fred thanked president Durden for sharing the survey results with the Board. Fred sees these statistics as engagement numbers, and commends the executive team for their efforts in creating such a positive work and learning environment. Good to hear the college is complying with guidelines put forth to reduce the spread of COVID-19 and responding appropriately to individual situations.

ADJOURN: There being no further business at this time the meeting adjourned at 10:00 a.m.

The next meeting of the Local Board of Directors is **August 19, 2020** at 9:00 a.m. in the Natural Resources Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large, looping initial "L".

Lori S. Durden
Executive Secretary