

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Jack Hill Oak Room
August 17, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Bobby Jones, Stephen Pennington, Micheal Summers, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: None

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

STAFF ABSENT: None

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

INVOCATION: Bobby Jones gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of May 19, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The following items were approved during the June State Board meeting – Construction contract for the “Electrical Construction Renovation” on the Main Campus with Y-Delta Inc. in the amount of \$310,000.00, using local funds.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington

- 15 of the 17 EMT Basic students who completed the program in the summer have passed the hands-on practical exam and are scheduled to sit for the National Registry.
- We will be offering the courses required for the Emergency Medical Responder certificate for the first time in several years this fall semester. The State of Georgia Office of EMS and Trauma recently developed a new policy to recognize the skills gained through this certificate. During the pandemic, a waiver was approved for agencies to hire ambulance drivers without requiring EMT basic training. The agency now requires, by October 28, 2021, for ambulance drivers to have at minimum, an Emergency Medical Responder certification.
- We are currently in the final stages of review with an articulation agreement with Kennesaw State University for our Cybersecurity program. The agreement will allow students to transfer credits towards KSU’s Bachelor’s in Cybersecurity. We currently have two graduates enrolled at KSU that this agreement will benefit.

STUDENT AFFAIRS: Grace Waits

- **Fall Semester Enrollment Update**
 - As a whole, fall enrollment is down, but colleges are continuing to enroll.
 - Ogeechee Technical College is one of four colleges showing an increase in enrollment over last fall semester. Our current enrollment is 2279. Enrollment will fluctuate during the first few weeks of class as students are dropped and added to courses.
 - Our faculty and staff members have continued to work hard with students during the spring and summer semesters. We haven't let the pandemic slow our progress down.
- **Student Activities**
 - **Welcome Week:** Fall Semester 2021 begins next Monday! We are kicking it off with our Welcome Week activities. We travel to every building during the week and provide a lot of information about resources available to students. We also have prizes and promo items like hand sanitizer and masks that we are giving away. It is always a popular stop during the first week of classes.
- **Students in Nontraditional Careers video –**
 - A nontraditional student is defined as a student who is enrolled in a program of study that will lead to an occupation in which their gender makes up 25% or less of total workforce numbers. (Example: a female in welding or a male in any healthcare field.)
 - The college receives federal funds to support students in nontraditional careers.
 - The college is seeing an increase in enrollment in nontraditional careers.

ADMINISTRATIVE SERVICES: Micheal Summers

May Financial Report*

- May 31, 2021 YTD budgeted revenue/expenses were \$28,668,910. We received \$25,792,413 in revenue and expensed \$25,279,106. The financial report shows a net income of \$513,307.
- May 31, 2021 YTD Total Current Assets - \$3,923,168; Total Assets - \$4,139,961 = Total Liabilities/Fund Balances \$4,139,961.
- We received 90% of our anticipated revenue and we expensed or encumbered 91%.
- We received \$8.5M of our state funds, which is 86% of our anticipated budget of \$9,924,390.
- We received \$1.6M of our federal funds, which is 75% of our anticipated budget of \$2,188,598.
- We generated \$7.8M in local funds, which is 90% of our anticipated budget of \$8,728,526.
- We have received and expensed \$7.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the May 31, 2021 financial report as presented.

June Financial Report*

- June 30, 2021 YTD budgeted revenue/expenses were \$31,430,847. We received \$31,534,785 in revenue and expensed \$29,596,371. The financial report shows a net income of \$1,938,414.
- June 30, 2021 YTD Total Current Assets - \$6,002,898; Total Assets - \$6,255,959 = Total Liabilities/Fund Balances \$6,255,959.

- We received 100% of our anticipated revenue and we expensed or encumbered 100%.
- We received \$9.8M of our state funds, which is 100% of our anticipated budget of \$9,867,214.
- We received \$2.7M of our federal funds, which is 97% of our anticipated budget of \$2,858,486.
- We generated \$9.4M in local funds, which is 102% of our anticipated budget of \$9,253,958.
- We have received and expensed \$9.4M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the June 30, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall Foundation

- Hosted new Foundation Board members orientation on June 21, 2021
- New Board members include:
 - John Scott, CEO Bulloch Solutions
 - Lagina Evans, CEO Optim Health Center (Sylvania)
 - Ken Austin, Branch Manager Queensborough Bank (Sylvania)
- Foundation meetings are scheduled bi-monthly beginning August 19, 2021
- Scholarship recipients have been notified and are in the process of having information verified. Currently 53 scholarships are available not including Last Mile Funding from TCSG
- TCSG awarded OTC \$20,983 from the established The Gretchen K. Corbin Last Mile Fund to remove financial barriers preventing students from making progress towards their chosen technical certificate, diploma, or degree. Awards cannot exceed more the \$500 per student
 - Criteria:
 - Student completed six or more credit hours
 - Has a 2.0 GPA
 - On-track to complete his/her program of study
 - Has not received more than two consecutive semesters of The Gretchen K. Corbin Last Mile Fund allocations

Fundraising

- Finalized “The Mary Betts Cotten Patriotism Scholarship” endowment \$37,500
- In Process: Tommy David and family endowment
- Cultivation: 3 major gifts proposals

Upcoming Important Dates to remember:

- September 28, Scholarship Banquet (dinner format)
- October 25-27, Leadership Conference – Savannah, GA
- October 23, Open House
- November 4, J. David Russell Memorial Golf Tournament, FHCC
- Oct/Nov, In process to secure date - Financial Planning Seminar

Dr. Golden asked the board to help identify potential donors for the college. If you know of a potential donor, please forward the information to Michelle and she will follow up.

Marketing/PR

Press Releases & In the News:

- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2073-17-students-graduate-from-manufacture-ready-program-in-screven-county>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2072-fish-wildlife-students-a-valuable-asset-to-ogeechee-riverkeeper>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2070-from-inmate-to-inspiration-mr-terry-lamonte>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2068-intubation-the-focus-for-paramedic-students-in-trauma-lab>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2067-ogeechee-tech-is-2021-fix-your-content-day-winner>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2066-nths-donates-self-care-items-to-brown-s-health-rehab>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2064-deloch-selected-as-runner-up-in-state-competition>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2063-casey-corbett-selected-as-state-2021-rick-perkins-award-winner>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2062-ogeechee-technical-college-now-a-training-provider-for-amazon-s-mra-program>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2061-post-semester-boot-camps-popular-with-it-students>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2060-instructors-and-experience-the-difference-for-opticianry-students>
- <https://www.ogeecheetech.edu/archive/35-media/press-releases/2059-nths-inducts-twenty-nine-new-members>

Digital Marketing Summer/Fall Recruitment Campaign (March 1- August 23, 2021)

- **Fall Enrollment Digital Campaign (May 17 – August 23) = 475 Leads produced**
 - 257: Form Submissions between (May 17 – June 30)
 - 98: Form Submissions between (July 1 – July 16)
 - 120: Form Submissions between (July 17 – August 5)
- **OTC Live / Social Media Takeover**
 - Conducting “live” program reviews
 - Completed the following programs: F&W, Culinary, ECCE, Logistics, and Pharmacy Tech
 - Afterwards, recordings are uploaded to YouTube and potential students or anyone can review
 - Upcoming:
 - Heavy Diesel – September 13-16;
 - Opticianry – September 27-30

Traditional Marketing Summer/Fall Recruitment Campaign (March 1- August 23, 2021)

- Recruitment/Branding Ads in local papers.
- Inserting Continuing Ed and Adult Ed ads as necessary
- Radio currently running recruitment ads.
- TV Ads will begin next month

Upcoming Press Releases

- Strickland Foundation \$1.5M
- Emma Gainous Story
- Joseph E and Lalah Kennedy Endowment
- Mary Betts Cotton Endowment

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update**
 - FY2021 Enrollment was 171 (83% of 206 goal) with 18 GED graduates. The program was close to the state average of Measurable Skills Gains.
 - The program received an increase in grant funds, which will fund a full time career services specialist position.
- **Economic Development**
 - The Amazon Training Program and the Full Access Training Program have contributed to the increase in revenue for contract training and continuing education for FY2021 and the first month of FY2022.
 - Amazon Update – Graduated cohort 2 on August 4, cohort 3 underway, and cohort 4 arrives on August 29.
 - Manufacture Ready program in Screven County graduated 17 high school students.
 - OTC will receive a forklift simulator through the Strengthening Community Colleges Initiative Grant

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **Plans/Manuals/Handbooks***
 - Adult Education Student Handbook
 - Bookstore Manual
 - Dual Enrollment Faculty Guide
 - Institutional Effectiveness Plan
- **Procedures***
 - 2.4.4p1. Local Board Emeritus Procedure
 - 3.1.13p1. Collection Procedure
 - 3.1.16p1. Purchasing Procedure
 - 3.3.2p1. Use of College Vehicles Procedure
 - 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities Procedure
 - 3.3.3p4. Solicitation Procedure
 - 3.3.4p1. Acceptable Computer & Internet Use Procedure
 - 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
 - 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
 - 4.1.8p1. Faculty Workload Procedure
 - 4.3.3p1. Workplace Violence Procedure
 - 5.1.1p1. Academic Freedom Procedure
 - 5.1.2p1. Class Schedules Procedure
 - 5.1.2p3. Work Ethics in the Curriculum Procedure
 - 5.1.2p6. Faculty Role in Governance Procedure
 - 5.1.2p7. Uniforms Procedure

- 5.1.2p8. Student Course Evaluations Procedure
- 5.1.11p9. Loss of Property Procedure
- 5.2.1p1. Non-Credit Instruction Training Services Procedure
- 6.3.1p1. Distance Education Student Privacy
- 6.4.1p1. Books and Supplies Procedure

Upon a motion by Y. Tremble, 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: Caughey Hearn

- **Pavilion Phase II** - The long-awaited construction of the concession stand, restrooms, sidewalks, parking, and driveway at the pavilion has been awarded to Paul S. Akins for \$530,600. The project timeline was originally set at 120 days. But, due to material related issues, the estimated completion is now December.
- **Electrical Construction Renovation** - Y-Delta arrived on Monday, June 22 and immediately started demolition. The timeline for this project is 120 days, so the scheduled occupancy is mid-October. Although there have been the typical and expected material delays, move-in could start as early as mid-September.
- **Occupational Studies Main Entrance Renovation** - The Occupational Studies Building main entrance renovation was selected as the first MRR Project of FY22. The original architect, John Rule, was tasked with extending the aesthetic of the previously renovated North and East entrances to the front entrance. This renovation will not only improve the appearance, but also address overall function and energy efficiency of this high-traffic location for both internal and external guests of the college.

PRESIDENT'S REPORT:

- Local Board Self-Assessment Results
 - 9 of 10 board members completed the survey
 - Overall the board is happy with the work we do and you are well informed.
 - The item that received the lowest score was "The board actively participates in the Strategic Planning process". The Strategic Plan is a 5-year plan and is not reviewed annually. This past review cycle was conducted virtually due to the pandemic. The Board was invited to participate and was given the opportunity to complete a strategic planning survey.
- President Durden welcomed the new Board members and thanked them for their willingness to serve and appreciates your time.
- Fred Hill was awarded Board Member Emeritus status during the Board dinner on August 12. Fred served on the Local Board for 12 years.
- Since we last met in May -
 - The college held graduation live for graduates only and live streamed the ceremony for viewers. We are hopeful to have a regular graduation ceremony this year.
 - Amazon training program is going very well. The cohort 3 is in progress now and we have successfully graduated two cohorts. Cohort 4 will arrive at the end of August.
 - GOAL Student – Miranda DeLoach was 1st runner up for the state of Georgia

- Rick Perkins Award winner – Casey Corbett, Fish & Wildlife instructor won the state award. Casey Corbett is the college's 2nd Rick Perkins Award winner in college history. The first was John Groover in 1999.
- TCSG Leadership Conference – October 25-27, Savannah, Georgia
 - Training for board members Monday and Tuesday
 - Board dinner Monday night
 - Karen will send out the agenda with additional details
- Summer enrollment was up 4% over last summer
- The college closed out FY2021 very financially sound
- Claxton High School has a very impressive new facility that includes a Career Academy that we are very involved in.
- Classes start next Monday, August 23. COVID cases were flat summer semester, then in July we reported 14 positive cases.
 - The college will continue to encourage social distancing and face coverings if social distancing cannot be achieved for those who are not fully vaccinated.
- LPN/RN Bridge – Searching for a program director with hopes to launch the program next fall.
- Cosmetology and Esthetician programs are full with a waiting list. A full-time Esthetician instructor was hired beginning fall semester.
- Looking forward to a great fall despite the increased wave of the Corona virus.

CHAIRPERSON'S REPORT:

- Mark announced he is a new grandparent since we met last.
- Thanked everyone for their time today and service to the board.

Bobby Jones announced a job fair in the near future for the employees of Viracon who will lose their jobs when the plant closes in December.

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 **September 15, 2021** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Jack Hill Oak Room

September 15, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Bobby Jones, Micheal Summers, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Stephen Pennington

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

STAFF ABSENT: Lori Durden

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

INVOCATION: Mark Anderson gave the invocation.

OATH OF OFFICE: Judge Michael Muldrew swore in new board member Micheal Summers by reading the Oath of Office. Stephen Pennington was unable to attend today's meeting. Judge Muldrew will return another time to swear in Mr. Pennington.

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

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by M. Summers; all in favor; none opposed; the Board accepted the minutes of August 17, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The proposed revisions to the Ogeechee Technical College Mission Statement were approved during the August 5, 2021 State Board meeting.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington – *Dr. Ryan Foley reported in Mr. Pennington's absence.*

Program Highlights

- Paula Clifton, the Early Childhood Care and Education Instructor, was featured on the nationally syndicated Kidd Kraddick in the Morning Show for being selected as last week's Overachieving Teacher. She received a \$500 gift card to use in her classroom and a G2 Overachievers prize pack sponsored by Pilot Pen. Paula did a great job representing both her profession and the College.
- Our Surgical Technology Program recently awarded 11 pins during the annual pinning ceremony on August 10th. Sarah Myers, a Surgical Technologist at East Georgia Regional Medical Center and former graduate, was invited to be the guest speaker for the evening.

Video Tour: Manufacturing Engineering Technology

STUDENT AFFAIRS: Grace Waits

- **Fall Semester 2021 Enrollment Update**
 - Seven-Day Enrollment Report shows the total enrollment, credit hours, and full time equivalent (FTE) numbers for the beginning of fall semester 2021. The report includes all 22 technical colleges.
 - Ogeechee Tech shows a 0.7% increase over last fall with the system experiencing a 2.6% decrease in total enrollment. We are one of 8 colleges showing an increase this semester.
 - Our faculty and staff members have continued to work hard with students during the spring and summer semesters. We haven't let the pandemic slow our progress down.
- **Student Activities Update**
 - We have a lot of activities planned for fall semester to engage students outside of the classroom. Here are just a few:
 - Constitution/Voter Registration Day on September 16
 - Student Leadership Council will be participating in the Soup Kitchen on September 18
 - A drive-in movie on September 23, featuring the movie Spirit Untamed.
 - Student Support Services has introduced a new initiative called the OTC Career Closet to help set our students up for success. Students will be able to select outfits from the closet as they prepare for interviews and other professional events. If you have any gently used professional clothing you'd like to donate, our Career Services Department would be happy to pick them up.
 - Grace Waits suggested we put out a fashion show/video to promote the career closet.
- **Introduction of New Employees –**
 - Kinsley Baker, Student Success Coach – Ryan introduced Kinsley then Kinsley continued to introduce herself and explain what her job entails and how she engages students through events and workshops.
 - Erica Griffin, Registrar – Erica was unable to attend. She is attending a training session off campus.

ADMINISTRATIVE SERVICES: Micheal Summers

July Financial Report*

- July 31, 2021 YTD budgeted revenue/expenses were \$26,329,184. We received \$2,279,148 in revenue and expensed \$457,587. The financial report shows a net income of \$1,821,560.
- July 31, 2021 YTD Total Current Assets - \$5,326,934; Total Assets - \$5,683,450 = Total Liabilities/Fund Balances \$5,683,450.
- We received 9% of our anticipated revenue and we expensed or encumbered 9%.
- We received \$654,525 of our state funds, which is 7% of our anticipated budget of \$8,890,446.
- We received \$0 of our federal funds, which is 0% of our anticipated budget of \$5,483,022.

- We generated \$884,313 in local funds, which is 8% of our anticipated budget of \$11,215,407.
- We have received and expensed \$740,310 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the July 31, 2021 financial report as presented.

Mr. Summers reported his company, Summertime Enterprises, recently hired two of our Commercial Truck Driving graduates and looks forward to continuing to foster the relationship with Ogeechee Tech. A discussion on the Commercial Truck Driving program ensued. Discussion items included hiring graduates, safety and insurance regulations, and cost of the program. Dr. Barbara Golden suggested Michelle Davis reach out to the larger insurance companies for possible funding for the program.

**COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall
Foundation – Dr. Barbara Golden
Scholarships**

- Working on finalizing plans for the scholarship banquet for September 28, 2021
 - Jack Hill Building, 6:00 PM
- Fall 21 awarding 53 scholarships not including Last Mile Fund and Kelly Wimberly recipients

Fundraising

- Verbal confirmation from family foundation in Screven County \$100,000
 - Donor wishes monies be used toward bridging the financial gap for Screven County students so they can cross the finish line
- Cultivating for 2 more major gift opportunities

Faculty/Staff Appreciation

- September 23, College Advancement welcomes back the monthly employee appreciation events with Statesboro’s Three Tree Trolley on campus serving coffee and pastries from 7:30 am to 9:30 am.

Upcoming Important Dates to remember:

- September 28, Scholarship Banquet
- October 14, Business After Hours, Evans County
- October 25-27, Leadership Conference – Savannah, GA
- October 23, Open House
- November 4, J. David Russell Memorial Golf Tournament, FHCC
- November 14, Financial Planning Seminar

Marketing/PR – Tammi Hall

Highlights

- FY2021
 - Digital Marketing Leads Generated: 1367 (+592 over last year)
 - Of those leads we had 152 apply (+106 over last year)

- WTOC spent some time on campus covering the first week of classes and our new Manufacturing Engineering Technology program.
- Statesboro Magazine's most recent issue features our Fish & Wildlife management program.

Most Recent Press Releases:

- [Joseph E. and Lalah Kennedy Endowment Established](#)
- [Career Opportunities and Community Connections](#)
- [11 Students Awarded at Surgical Technology Pinning](#)
- [OTC appoints Pennington and Summer to Local Board of Directors](#)
- [OTC provides EMR Certificate to help ambulance drivers meet state requirements](#)
- [Caleb Mills selected as OTC's 2021 Outstanding Alumni Award Recipient](#)
- [Evangeline Huff named 2021 Distinguished Alumni](#)
- [OTC to launch new Manufacturing Engineering Technology program this fall](#)
- [Dental Assisting program awards 6 pins to graduates](#)
- [Practical Nursing Program Holds Summer 2021 Pinning Ceremony](#)
- [Opticianry program partnership brings free Vision Clinic to campus](#)

Digital Marketing - Summer/Fall Recruitment Campaign (May 17 - August 23, 2021)

- 557 total leads produced for Fall enrollment so far (beginning May 17)
- Grace Waits suggested we market on TikTok to reach the middle and high school students.

Digital Marketing - Spring Recruitment Campaign (August 24 – January 10, 2022)

- 56 leads produced as of 9/6.

Upcoming Stories

- Campus Safety participates in State Opioid Training
- Emma Gainous with Fish & Wildlife (Statesboro Magazine)
- Mary Betts Cotten Patriotism Scholarship (Endowment)
- Surgical Technology Pinning Ceremony
- Announcement of new Foundation Board Members
- KSU Articulation Agreement

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update**
 - Enrollment: 77 total enrolled; 216 goal (36%)
 - Remain close to the average for Measurable Skill Gains (MSGs)
 - Two new staff members – laeshia Charles, Career Services Specialist and Larry Shateen, Part-time Corrections Instructor
 - Multi-media marketing campaign in progress including web site updates, social media, and GED billboards.
- **New Advisory Committee Members***, page 61

NAME	TITLE	EMPLOYER	COUNTY
Latasha Hawkins	Adult/Dislocated Career Development Specialist	WorkSource Coastal	Screven
Brad Speck	Ross I. E. S. Director of Operations	WorkSource Coastal	Bulloch/Screven
Alexandra Saunders	Social Worker	Bulloch County Schools	Bulloch/Screven
Shay Smith	Adult Education Program Graduate		Bulloch/Screven
Makika Kelly	Adult Education Program Graduate/FY20 EAGLE Delegate		
Wayne Williams	President/Founder	Youth Career Coalition, Inc.	Bulloch
Catherine Hendrix	Executive Director	Bulloch County Commission on Human Services, Inc./ a Family Connection Collaborative 21st CCLC Grant Administrator for Bulloch County Schools	Bulloch
Romearo Gordon	Career Services Specialist	Goodwill Southeast Georgia	Bulloch

Upon a motion by B. Jones, seconded by B. Golden; all in favor; none opposed; the Board reviewed and accepted the proposed Advisory Committee Members as presented.

- **Economic Development**

- Contract Training & Continuing Ed revenues and companies trained
 - Total revenue: \$71,523
 - Companies Trained: 11
- Amazon cohort 3 will complete training on October 7. Cohort 4 is the last cohort of calendar year 2021 and will complete training November 19. Ogeechee Tech was approved for year 2 training.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **Plans/Manuals/Handbooks***
 - Business Office Procedures/Internal Controls Manual
 - Faculty Handbook
 - Retention Plan
 - Enrollment Management Plan
- **Procedures***
 - 3.3.2p2. Traffic and Parking Procedure
 - 4.3.2p4. Employee Dress Code Procedure (linked to Employee Handbook)
 - 4.1.1p1. Recruiting and Hiring Procedure
 - 4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff Guidelines
 - 4.1.1p1. Interviewing and Hiring Part-time Staff Guidelines
 - 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines

- 6.6.1p1. Student Tuition and Fees Procedure

Upon a motion by Y. Tremble, 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: Caughey Hearn

- **Pavilion Phase II** – The project is progressing well. No concerns at this time.
- **Electrical Construction Renovation** –
 - The project is 95% complete and the final inspection is scheduled for the week of September 13. ITS employees are installing data cabling and A/V systems while the contractor wraps up. As soon as we get the fire marshal approval, furniture will be moved back in and setup completed.
- **Prior Project Discussion Updates** –
 - The Paving and Hardscape Improvements Project for Evans and Screven Counties have been sent to TCSG for posting on the Georgia Procurement Registry.
 - The final phase of the Video Surveillance project has been submitted for State Board approval. *The vendor holds a Statewide Contract so bidding is not required but the project exceeds the \$125,000 local approval maximum.

PRESIDENT'S REPORT: Dr. Ryan Foley

- COVID Update – 3 students reported positive test results last week. One faculty member two weeks ago. We have been very fortunate on campus to manage the spread of the virus.
- TCSG Leadership Conference – October 25 – 27, Savannah, GA. Please let Karen know if you plan to attend. Hotel reservation deadline is September 27.
- Vaccination Incentive Plan – The College's incentive plan has been approved and will roll out Monday, September 23. The plan includes a \$100 cash incentive to all students and employees who have been fully vaccinated (January 1, 2021 – October 11, 2021) and weekly prize drawings for four weeks (10/4, 10/21, 10/28, and 11/4) for students and employees.

CHAIRPERSON'S REPORT:

- Mark encouraged the board to attend the leadership conference. It is good team building for our board and a great networking opportunity with other boards around the state.

Dr. Golden shared one of our cosmetology graduates, Patrick Navarro, is one of the premier hair stylists in Buckhead, Atlanta at VIS-A-VIS Salon.

<https://www.visavisthesalon.com/artist/patrick-navarro>

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 **October 20, 2021** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden", with a long horizontal flourish extending to the right.

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Jack Hill Oak Room
October 20, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Bobby Jones, Stephen Pennington, Micheal Summers, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Carolyn Ethridge

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

STAFF ABSENT: None

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

INVOCATION: Yolanda Tremble gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by B. Golden, seconded by M. Summers; all in favor; none opposed; the Board accepted the minutes of September 15, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Approval of Academic Programs: Geriatric Care Assistant and iOS App Development in Swift TCCs. The iOS TCC is part of eCampus.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington

Program Highlights

- Our Veterinary Technology Program is hosting an American Veterinary Medical Association Council on Education (COE) accreditation visit this week. The visit is being held virtually and will conclude this afternoon. The visit includes an inspection of facilities and interviews with program faculty, administrators, students, and standing committees. This allows the site team to gather different opinions about the program. Upon completion of the visit the site team writes a Report of Evaluation and makes a recommendation for accreditation status which is presented to the full COE at its next meeting. The COE makes the final accreditation decision. We should receive our report in the next few weeks and will be on the spring agenda for final approval.

Video Tour: Radiologic Technology – Jan Martin, Program Director, gave a tour of the lab and explained what equipment we have, what each piece of equipment does, and described the program and what students can expect from the program.

STUDENT AFFAIRS: Grace Waits

- **Higher Education Emergency Relief Fund (HEERF)**
 - As part of the federal government's COVID-19 pandemic response, the U.S. Department of Education has awarded colleges and universities financial support through the Higher Education Emergency Relief Fund (HEERF). A portion of HEERF was specifically given for direct student grants. So far, OTC has awarded over \$2.5 million directly to 4,709 students in need. There is a distribution plan to award the remaining \$2 million to students.
- **Open House**
 - This Saturday, October 23rd, we will host our annual Open House to showcase Ogeechee Tech to prospective students and highlight our programs. Last year we were unable to have an Open House due to COVID, but in 2019 this event had 164 attendees and 149 applications submitted on site.
- **Black Male Support Group**
 - We identified a need for additional support to recruit and retain black male students. Several of our faculty and staff members recruited interested students and the first meeting of the Black Male Support group was held on 9/22 with 4 students attending. Chris Pugh, a professional speaker/trainer in diversity and human development and instructor in the Georgia Southern education department, came and spoke with the group at the initial meeting.
- **Student Activities Update**
 - This semester we have been able to get back to more of our pre-COVID student activities and have several exciting events planned over the next month. Here are a few coming up:
 - Tomorrow at 6pm Monsters Inc. will be played in the JEK Auditorium
 - A blood drive will be held in the Jack Hill Building Oak Room on October 26th
 - On September 28th there will be 8 disability simulation centers set up to give students and employees the experience of having a disability to promote people with disabilities having full access to employment and community involvement
 - The Dress for Success Fashion Show on November 2nd will educate students on what to wear and what not to wear in professional settings
- **Introduction of New Employee** – Erica Griffin, Registrar. Erica introduced herself and described her experience thus far at Ogeechee Tech. Erica was hired in January following the retirement of the previous Registrar, Michelle Stubbs. Erica came to us from The College of Coastal Georgia in the Bursar's office.

ADMINISTRATIVE SERVICES: Micheal Summers

August Financial Report*

- August 31, 2021 YTD budgeted revenue/expenses were \$26,615,295. We received \$3,926,285 in revenue and expensed \$2,443,894. The financial report shows a net income of \$1,482,392.
- August 31, 2021 YTD Total Current Assets - \$5,122,208; Total Assets - \$5,330,071 = Total Liabilities/Fund Balances \$5,330,071.
- We received 15% of our anticipated revenue and we expensed or encumbered 17%.
- We received \$1,332,530 of our state funds, which is 15% of our anticipated budget of \$8,890,446.
- We received \$82,909 of our federal funds, which is 2% of our anticipated budget of \$5,483,022.

- We generated \$1,484,426 in local funds, which is 13% of our anticipated budget of \$11,215,407.
- We have received and expensed \$1,026,421 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the August 31, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall Foundation -

Scholarship Evening of Gratitude

- Thankful for all of you who attended the event. Mark Anderson also thanked the board for attending the scholarship banquet. The board had a good showing. This event is the best way to see the impact of what the College and Foundation do for the students.

Fundraising

- Huldah C. Mingledorff Screven County Bridge Fund Endowment finalized (\$110,000)

Criteria:

- a. Student has completed six or more credit hours
- b. Student is in good standing academically and behaviorally with the College
- c. Student has a 2.0 GPA
- d. Preference will be given to a student who is on track to complete his/her program within 2 semesters of completion

J. David Russell Memorial Golf Tournament, November 4

- Thank you to all who are sponsoring a team, tent or tee sign. There is still time to enter a team if you or someone you know wants to enter. Team slots are filling up fast – and it is a first come/first serve.
- RAFFLE TICKETS are AVAILABLE for sale and to sale! This year's item is a 37" CHAD HENRY FIRE PIT with Cooking Rack & Snuffer Lid. \$5/ticket – See Michelle after the meeting.

Upcoming Important Dates to remember:

- October 25-27, Leadership Conference – Savannah, GA
- October 23, Open House
- November 4, J. David Russell Memorial Golf Tournament, FHCC
- November 16, Financial Planning Seminar, "Wine and Wills" estate planning.

Marketing/PR -

Highlights

- Adult Ed Mobile billboard in town
- State-wide marketing survey to launch Oct. 18 – 31 on campus – will give valuable insight for future marketing strategies as well as preferred methods of communication for all departments across campus.
- Program Takeovers – highlight different programs to potential students –(Example shared today will be Fish and Wildlife)

Most Recent Press Releases:

- [OTC Campus Safety deputized by Evans County Sheriff's Department](#)
- [Commissioners, OTC to build new training facility](#)
- [Mary Betts Cotten Patriotism Scholarship](#)
- [OTC's Mary Emma Featured in Statesboro Magazine](#)

- [Campus Safety receives training for treating Opioid overdose](#)

Digital Marketing - Spring Recruitment Campaign (August 24 – January 10, 2022)

- 264 leads produced as of 10/11 (+200 in the last month)

Upcoming Stories

- Pink Out Day
- KSU Articulation
- Scholarship Banquet
- Huldah C. Mingledorff Screven County Bridge Fund Endowment
- Foundation Board Members
- Strickland Foundation
- Best of the Boro (secret until 10.28 – Best Instructor / Best Driving School)

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update**
 - Enrollment: 108 total enrolled; 216 goal (50%). Ogeechee Tech has the highest percent of enrollment target in the system.
 - Slightly above state average for Measurable Skill Gains (23.15%). State Average is 20.31%.
 - Program will resume teaching classes at the Statesboro Regional Library and will expand outreach to Goodwill and WorkSource Georgia.
- **Economic Development**
 - Contract Training & Continuing Ed revenues and companies trained
 - FY22 YTD total combined revenue: \$699,523
 - Companies Trained: 12 unduplicated, 31K training hours
 - The Amazon cohort 4 is the last cohort of calendar year 2021 and will complete training November 19. Ogeechee Tech was approved for year 2 training. Plan to increase the number of participants for each cohort to 32.
 - Georgia Industrial Systems and Industrial Robotics Training Campus – Announced on September 28. President Durden expressed her excitement of this opportunity. Give us more training space, exposure and recognition of what we are already doing at the College. The County is writing the grant narrative. The deadline to submit the grant request is October 31, 2021.
 - The Development Authority has gifted the land at the entry into Gateway Industrial Park. Bulloch County has approved \$60K for the conceptual design of the building, which will be approximately 34,000 square feet with the training labs being approximately 24,000 square feet.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **Plans/Manuals/Handbooks***
 - Marketing/Community Relations Plan
 - Library Services Plan
 - Student Affairs Annual Plan
- **Procedures***
 - 2.1.8p. Naming of College Buildings, Grounds or Programs Procedure
 - 3.4.1p. Employee Access to Facilities Procedure
 - 6.2.1p1. Learning Support Procedure
 - 6.6.4p2. Attendance Procedure

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

TECHNOLOGY & INSTITUTIONAL SUPPORT: Caughey Hearn

- **Pavilion Phase II –**
 - The project continues to progress as expected. The final utility connections are being made and the slab is poured.
- **Evans and Screven Paving and Sidewalk Improvements –**
 - This project was posted on the Georgia Procurement Registry on September 27, 2021. There were seven potential bidders at the mandatory pre-bid meeting. The bid proposals are due to TCSG on October 26, 2021 by 3:00 pm. If the low bid is acceptable, the project could be up for approval at the December state board meeting.
- **Welding Program Expansion –**
 - The Joseph E. Kennedy Building houses the Welding Program in an area that was renovated in 2012 – previously the carpentry lab. The program continues to grow and serve a variety of students, providing a quick path to a great career. The second MRR project of FY22 expands the lab by another 1,830 square feet. This not only provides a larger space but will improve overall utilities, ventilation, and lighting.

PRESIDENT'S REPORT:

- We have hired Dr. Knicole Lee as the RN Program Director for the RN Bridge Program.
- Commercial Truck Driving is getting a lot of attention throughout the state and a lot of questions are being asked. The CTD program is very costly and the attention the program is getting may be a good thing. Mr. Summers asked what the credit hour cost should be for the College to not lose money on the program. President Durden stated \$200 per credit hour is the target. Mr. Summers expressed that people would pay that and recommends increasing the tuition to \$200 per credit hour.
- TCSG Strategic Planning Meeting – President Durden was invited to attend the meeting along with a couple other presidents. The Amazon Training Program and Casey Corbett being Instructor of the Year are possible reasons she was invited to attend. Both META and Fish & Wildlife programs are pathways for high school students.
- Upcoming Events:
 - Staff Development Day – November 18. A Thanksgiving meal is being served for lunch. Board members are invited to attend.
 - Holiday Party – December 9. An invitation will be sent out prior to the event.

CHAIRPERSON'S REPORT:

- Mark encouraged the Board to attend Open House this Saturday and tour the programs.
- The Leadership Conference is next week. Looking forward to a nice time with everyone.

ADJOURN: There being no further business at this time the meeting adjourned at 10:01 a.m.

The next meeting of the Local Board of Directors is **November 17, 2021** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden", with a long horizontal flourish extending to the right.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

November 17, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Tammi Hall, Bobby Jones, Stephen Pennington, Micheal Summers, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Caughey Hearn and Carolyn Ethridge

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

STAFF ABSENT: Michelle Davis

CALL TO ORDER: Pursuant to the date and location stated above, Mark Anderson, Chair, called the meeting to order at 9:00 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 B. Golden, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of October 20, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the October 26, 2021 State Board meeting, the Board approved
 - The improvement/expansion of the security system from Adaptive Solutions - \$190,368
 - Two Peterbilt Sleeper Model 579 Truck for the Commercial Truck Driving program - \$277,000
 - Recognized Casey Corbett as the State Rick Perkins Award of Excellence in Technical Instruction Winner

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington

- **New Advisory Committee Members**

Advisory committees are vital to ensuring our programs remain current with industry needs. Committees review items like curriculum, equipment, and program data and make recommendations as needed.

Upon a motion by S. Pennington, seconded by M. Summers; all in favor; none opposed; the Board reviewed and accepted the Advisory Committee members as presented.

- **New Program Requests**

- GC51 Geriatric Care Assistant TCC
- LM21 Logistics Management Specialist TCC
- SCS1 Supply Chain Assistant TCC
- NAA1 Nurse Aide Accelerated TCC
- IAD1 iOS App Development in Swift

- GF21 GFA Film and Television Production
- GF31 GFA Film and Television Post-Production
- GDE1 GFA Digital Entertainment, Esports & Game Development

Upon a motion by S. Pennington, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the New Program Requests as presented

Stephen Pennington reported the hospital is enforcing a COVID vaccine mandate to all employees today. There are two exceptions to the mandate – medical or religious, both have to be approved. Employees with approved exceptions must be tested for COVID every two weeks. This will apply to all students in a clinical setting at the hospital. The first dose of the COVID vaccine must be received by December 5, 2021 and the second dose by January 4, 2022. Those who are not in compliance with the vaccine or have an approved exemption will be terminated.

Stephen also reported on the Leapfrog rating the hospital recently received. In 2018 the hospital received a “D” rating. The 2021 rating was an “A”. A great improvement for the hospital and community.

STUDENT AFFAIRS: Grace Waits

- **Disability Simulation Event**

- On Thursday, October 28, 2021, Georgia Southern University nursing professors, Dr. Debra Hagerty and Dr. Margaret Mossholder, collaborated with Ogeechee Technical College on its National Disability Employment Awareness Month event put on by Student Support Services.
- Dr. Hagerty and Dr. Mossholder brought eight disability simulation centers to OTC to give students the opportunity to experience what it might be like to have a disability. The simulation centers were manned by student and staff volunteers from OTC.
- Fifteen percent of the world's population has some type of disability and roughly 7.1 million students receive special education services. Being able to experience simulations of things like hand tremors, knee and arthritis pain, hearing impairment, and visual impairments helps prepare our students and staff to better assist those who may have these disabilities.
- In addition to the simulations, the Georgia Vocational Rehabilitation Agency and Jobs Unlimited, Inc. attended to offer advice and services to students with disabilities who may be looking for a job after completion of their program.

- **Dress for Success Event**

- Career Services hosted its annual Dress for Success event on November 2 at 10 am in the Auditorium of the JEK Building. About 20 student and staff volunteers dressed to model the correct and incorrect way to dress for work, interviews, and social events. Students from many programs attended the event and were able to engage with the models by voting whether an outfit was appropriate for the situation or not. The event also educated students about how what may be appropriate for one career field may not be appropriate for another.

- **Open House Video**

- Our first in-person Open House since COVID-19 originally spread was held on Saturday, October 23rd from 9am to 12pm. Up on the screen you'll see a selection of pictures from the event. We had about 140 people attend the event and received a

little over 120 applications. This isn't the largest number of people we've had attend, but it was about what our average attendance is. It was great to invite people to campus and show off our great programs. Our next Open House will be an evening event in the spring.

ADMINISTRATIVE SERVICES: Micheal Summers

September Financial Report*

- September 30, 2021 YTD budgeted revenue/expenses were \$29,052,087. We received \$10,407,009 in revenue and expensed \$8,911,191. The financial report shows a net income of \$1,495,818.
- September 30, 2021 YTD Total Current Assets - \$5,146,691; Total Assets - \$5,350,608 = Total Liabilities/Fund Balances \$5,350,608.
- We received 36% of our anticipated revenue and we expensed or encumbered 38%.
- We received \$2,021,485 of our state funds, which is 23% of our anticipated budget of \$8,890,446.
- We received \$124,249 of our federal funds, which is 2% of our anticipated budget of \$5,617,555.
- We generated \$4,974,734 in local funds, which is 44% of our anticipated budget of \$11,257,546.
- We have received and expensed \$3,286,539 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by B. Golden, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the September 30, 2021 financial report as presented.

October Financial Report*

- October 31, 2021 YTD budgeted revenue/expenses were \$31,184,306. We received \$13,805,020 in revenue and expensed \$12,325,169. The financial report shows a net income of \$1,479,851.
- October 31, 2021 YTD Total Current Assets - \$5,318,730; Total Assets - \$5,528,697 = Total Liabilities/Fund Balances \$5,528,697.
- We received 44% of our anticipated revenue and we expensed or encumbered 47%.
- We received \$2,700,625 of our state funds, which is 30% of our anticipated budget of \$8,890,446.
- We received \$160,845 of our federal funds, which is 3% of our anticipated budget of \$5,617,555.
- We generated \$5,546,417 in local funds, which is 49% of our anticipated budget of \$11,215,407.
- We have received and expensed \$5,397,133 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the October 31, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall FOUNDATION – BARBARA GOLDEN

- **J. David Russell Memorial Golf Tournament recap:**
 - Finished with 21 teams participating (23 paid – 2 of the companies knew they could not play, but wanted to contribute to the cause).

- Had 35 OTC volunteers help throughout the afternoon
- 2022 Eagle Student, Chris Igwe, spoke prior to tournament. Did a fantastic job!
- **Endowments**
 - Attended Farm City Luncheon with Winston Daniels, recipient for the Statesboro Bulloch Chamber of Commerce scholarship. Studying Diesel Technology and on track to graduate this December. Chamber presented a check for the final payment for their endowment.
 - Cultivating prospects to submit two proposals prior to Dec. 31
 - Identification phase of prospects in the trucking industry and diesel mechanic industry
- **Annual iGot**
 - Dates:
 - February 22, 2022 – iGot Campaign Kickoff – Evans County
 - March 1, 2022 – iGot Campaign Kickoff – Screven County
 - March 10, 2022 – Internal iGot Kickoff
 - March 15, 2022 – iGot Campaign Kickoff – Bulloch County
 - Working on theme for next year
 - PR/Marketing identifying vendors for video
- **Wine and Wills Seminar**, Wednesday, December 1, 2021 – 5:30 – 7:30 PM, Oak Room, Jack Hill Building. *(Please note date change from November 16 – Financial Planning Seminar)*
 - You must register for this event. A link will be sent out to all board members.
 - Description: Estate planning doesn't have to be overwhelming. Join us as we invite Jeffrey L. Williamson to explain how long term care costs may affect your estate planning goals and strategies. Jeffrey is the founder of J. L. Williamson Law Group, LLC. The firm specializes in asset protection, elder law, and taxation. Come join us, enjoy a glass of wine, and learn what steps you can take to protect yourself, your loved ones, your assets, and your legacy. Wine tasting provided by Grapevine at H's. This is a free program provided by the OTC Foundation.

MARKETING/PR – TAMMI HALL

Highlights

- Marketing Survey concluded last week – we should get the state-wide and college results the first week of December.

Most Recent Press Releases:

- Kennesaw State & Ogeechee Tech sign agreement to benefit students pursuing degrees in Cybersecurity
- Disability Simulations Highlight OTC National Disability Employment Awareness Month Event
- OTC Wins Best Instructor and Best Driving School for Consecutive Years
- Fifty-Five Scholarship Recipients Awarded at Annual Banquet
- OTC Honors Breast Cancer Awareness Month with Pink Out

Digital Marketing - Spring Recruitment Campaign (August 24 – January 10, 2022)

- 367 leads produced as of 11/4
- University of Phoenix is spending a lot of money on ads in our community right now and is causing our digital ad space cost to go up for our target audience.

Upcoming Stories

- Golf Tournament
- 2021 GOAL winner
- Several Ceremonies
 - NTHS
 - Sonography
 - Pharm Tech
 - Practical Nursing
 - Amazon
 - Endowment announcements

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update**
 - Enrollment – 127 (216 Goal), 59% of Goal, currently 7 GED graduates
- Exceptional Adult Georgian in Literacy Education (EAGLE) - The local competition was held on Wednesday, November 3 and the EAGLE that will represent the Adult Education program is Mr. Chris Igwe. Chris Igwe is from Nigeria and immigrated to the United States on December 22, 2020. He lives in Statesboro, with his wife Jan and has 3 step-children and 4 grandsons. He works full-time at Chick-Fil-A and takes night classes through the Adult Education program in Bulloch County. Chris plans to pursue a degree in Practical Nursing after completing his GED. Chris is also active in his church, Crossroads Community Church. The EAGLE Send-Off is scheduled for Wednesday, March 9 and the State competition March 14-16.
- **Economic Development**
 - Contract Training/CE #s: FY22 YTD
 - 702 individuals trained, 7,435 course hours, 46,457 total trained hours, \$980,618 total revenue
 - The Business & Industry Showcase for 9th Graders was held Tuesday and Wednesday, November 9 and 10, from 8am to 2:30pm each day. Over 500 students from Bulloch, Evans, and Candler County attended along with 15 companies.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge. *Brandy Taylor reported in Carolyn's absence.*

- **Plans/Manuals/Handbooks**
 - Academic Advising Handbook
 - Faculty Credentials Review Manual
- **Procedures**
 - 2.3.2p1. Public Complaint Procedure
 - 3.2.1p. Intellectual Property Procedure
 - 5.1.2p4. Library Material Selection Procedure

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

- **Mission/Vision review***

The mission/vision are reviewed on an annual basis. This review is in accordance with the annual review schedule. There are no changes since the review of the revised Strategic Plan in June.

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

TECHNOLOGY & INSTITUTIONAL SUPPORT: Caughey Hearn. *Jeff Davis reported in Caughey's absence.*

- **Pavilion Phase II –**
 - The project continues to progress as expected. We have walls.
- **Evans and Screven Paving and Sidewalk Improvements –**
 - This project came in over budget but the college was able to fund the full amount and award Ellis Wood Contracting, Inc. the full scope of the proposed work in both locations
- **Welding Program Expansion –**
 - This project is in the design phase with hopes to have a completed set of construction documents prior to the end of the calendar year.
- **Occupational Studies Main Entrance Renovation –**
 - The Occupation Studies Building main entrance renovation has been sent up to TCSG for posting. Lowest bid will be awarded the project pending funding is available.
- **Electric Vehicle Charging Stations –**
 - The college is working with Georgia Power to install 4 Electric Vehicle Chargers (8 ports). Georgia Power provides the infrastructure and the college purchases the charging stations. These Level 2 units will be able to charge a vehicle up to 7 times faster than the Level 1 home versions. Rough estimates are about \$5 to fully charge a vehicle based on our current power rate. The service will initially be free and a great way to bring people to campus, but could later be a revenue stream.
- **IT Update –**

As we continue to take advantage of the pandemic related funding, there are several projects currently underway:

 - Continue to update existing and add new classroom computers, printers, and projection systems
 - Upgrade faculty and staff office computers and printers
 - Provide laptops and tablets to faculty and staff to support remote work
 - Provide technology to students to support remote learning
 - Increase the surveillance camera count and extend the system to all locations across our service delivery area

PRESIDENT'S REPORT:

- **Cybersecurity & Emerging Technologies Building**
 - Capital project for FY2023 Legislative Session. The building would be located on the main campus at the end of the Quad in the parking lot between the Health Science South and Health Science North buildings. Emerging Technologies include AI, Internet of Things, Augmented Reality Lab, Cloud computing, Swift, iOS App Development, and more. Credit and non-credit classes.
- **Staff Development Day is tomorrow.** We will have a Thanksgiving meal and have the official lighting of the Christmas tree in the Jack Hill Building. The Board is invited to attend.
- **This is the last meeting of the calendar year.** Upcoming events between now and the next meeting in February 2022 are:
 - DNR Board Meeting – December 7
 - Holiday Party – December 9

- Local Legislator Meeting – December 9
- Strickland Foundation Board Meeting – December 13
- The grant for the Georgia Industrial Systems and Industrial Robotics Training Campus has been submitted.
 - Micheal Summers gave kudos to Jan Moore for her presentation at the County Commissioners meeting yesterday on the building.

CHAIRPERSON'S REPORT:

- Mark wished everyone a happy and safe holiday season.

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 **February 16, 2022** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden", with a long horizontal flourish extending to the right.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom
February 16, 2022 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Bobby Jones, Stephen Pennington, Micheal Summers, and Grace Waits

MEMBERS ABSENT: Yolanda Tremble

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

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Mark Anderson, Chair, called the meeting to order at 9:08 a.m.

INVOCATION: Bobby Jones gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by G. Waits, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of November 17, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the December 2, 2021 State Board meeting, the Board approved the following program terminations:
 - Surgical Technology Degree (ST13), effective December 2021
 - Surgical Technology Diploma (ST12), effective December 1, 2021
 - Central Sterile Supply Processing Technician TCC (CSB1), effective December 1, 2021
- The Board approved the Paving and Hardscape Improvement project with Ellis J. Wood for \$221,140.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington

- Program Highlights
 - Ogeechee Technical College awarded a total of 10 pins, six in Diagnostic Medical Sonography (DMS) and four in Echocardiography, in an annual pinning ceremony held at in December. These students were challenged throughout the pandemic and prevailed ready to enter the workforce. One of the students said “I would describe this program as invigorating, there is nothing quite like the hug of a patient, or the pat on the back of an instructor to boost one’s confidence. This program instills an “I can do this mentality’, and for that I am very thankful.”
 - Ray Delva, English Instructor, was recently named Ogeechee Technical College’s 2022 Rick Perkins Award for Excellence in Technical Instruction recipient at the annual Spring Faculty & Staff Meeting and Awards Ceremony held on January 18 in the Joseph E. Kennedy Auditorium. The Rick Perkins Award for Excellence in

Technical Instruction is an annual, statewide competition that honors the Technical College System of Georgia's most outstanding instructors. Started in 1991, this honor recognizes technical college instructors who make significant contributions to technical education through service, innovation, and leadership in their field. Delva's dedication to his student's success was the common thread expressed by his nominators.

- Following OTC's nomination, Delva will interview in the regional competition in Tifton on March 2. If selected as one of three finalists from the region he will move on to compete for the state title the week of April 25-28 in Atlanta.
- eCampus
 - Last year we mentioned a system-wide initiative that rolled out Summer Semester called eCampus. The Technical College System of Georgia's (TCSG) eCampus platform allows students from across Georgia to enroll in online courses offered by any TCSG college, providing students access to programs that may not be available at their home college. Upon completion of the eCampus course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand career opportunities.
 - The initiative continues to expand across the state.
 - This semester, OTC students are enrolled in ECON 2105 and POLS 1101 through West Georgia Technical College (15 students). We also are hosting students in BIOL 2117, LOGI 1000, HIMT 2400, and HIMT 2410 from colleges across the state (81 seats).
 - Prior to the launch of eCampus, students were limited to the courses available at the specific technical college in which they were enrolled. This limited the opportunities available to students based on their location, which disproportionately affected students who live in the rural or underserved communities of Georgia. Now, eCampus brings courses directly to any student interested in enrolling, regardless of where they live in Georgia.

STUDENT AFFAIRS: Grace Waits

- Spring Semester Enrollment – 7-day Report
 - 1959 registered for Spring semester
- GOAL/RPA
 - Ann Hester (GOAL)
 - Ray Delva (RPA)
- Dual Enrollment Appreciation Event
 - Feb. 2 first DE appreciation event. Speakers: Ray Delva, Mary Emma Gainous. Thanks to DE partners. 13 external partners attended from all SDAs
- 2022 Spring Commencement
 - May 12, 2022, Hanner Field House, 7 pm

ADMINISTRATIVE SERVICES: Micheal Summers

November Financial Report*

- November 30, 2021 YTD budgeted revenue/expenses were \$31,277,872. We received \$15,135,484 in revenue and expensed \$14,560,325. The financial report shows a net income of \$575,159.
- November 30, 2021 YTD Total Current Assets - \$4,454,175; Total Assets - \$4,730,786 = Total Liabilities/Fund Balances \$4,730,786.
- We received 48% of our anticipated revenue and we expensed or encumbered 53%.

- We received \$3,391,391 of our state funds, which is 38% of our anticipated budget of \$8,890,446.
- We received \$370,474 of our federal funds, which is 7% of our anticipated budget of \$5,617,555.
- We generated \$5,897,099 in local funds, which is 52% of our anticipated budget of \$11,294,249.
- We have received and expensed \$5,475,621 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by B. Jones, seconded by B. Golden; all in favor; none opposed; the Board reviewed and accepted the November 30, 2021 financial report as presented.

December Financial Report*

- December 31, 2021 YTD budgeted revenue/expenses were \$31,356,156. We received \$17,658,706 in revenue and expensed \$16,430,446. The financial report shows a net income of \$1,228,260.
- December 31, 2021 YTD Total Current Assets - \$4,793,191; Total Assets - \$5,132,018 = Total Liabilities/Fund Balances \$5,132,018.
- We received 56% of our anticipated revenue and we expensed or encumbered 60%.
- We received \$4,086,015 of our state funds, which is 46% of our anticipated budget of \$8,890,446.
- We received \$1,968,975 of our federal funds, which is 35% of our anticipated budget of \$5,621,755.
- We generated \$6,054,011 in local funds, which is 54% of our anticipated budget of \$11,294,249.
- We have received and expensed \$5,549,704 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by T. Hall, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the December 31, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall FOUNDATION – BARBARA GOLDEN

iGot 2022 *“Investing in Ogeechee Tech is Investing in This Community”*

- Pre-call packets for board members
 - Due back to Foundation 3/15
- All print, ads, billboards are being replaced through April 1

Important dates to note:

- Wednesday, February 16, Claxton Rotary Presentation – 12:00 PM, Veterans Community Ctr.
- Thursday, February 17, Statesboro Bulloch Chamber BAH – 5:00 PM, Jack Hill Bldg
- [Tuesday, February 22, Evans County Kick-off – 12:00 PM, Veterans Community Center](#)
- [Tuesday, March 1, Screven County Kick-off – 8:00 AM, OTC Screven Campus](#)
- Tuesday, March 1, Kiwanis Brooklet Presentation – 6:00 PM, Randy Newman Bldg
- Wednesday, March 9, Statesboro Rotary Presentation – 12:00 PM, FHCC
- Thursday, March 10, Internal Employee campaign – 8:00 AM, Jack Hill Bldg
- [Tuesday, March 15, Bulloch County Kick-off – 8:00 AM, Jack Hill Bldg](#)
- Tuesday, March 22, iGot Victory Celebration – 4:00 PM, Pavilion (Tentative)

Business After Hours tomorrow at 5:00 pm, JHB Atrium

MARKETING/PR – TAMMI HALL

Highlights - We currently have 5 campaigns running.

- Recruitment Campaign
- Adult Ed
- Open House - March 24, 2022, 5:00 – 7:00 PM, All campuses
- iGot
- Grandkids College – June 14 (ages 8-10), June 16 (ages 11-13): Healthcare Heroes, Super Sleuths, Automation Nation, Animal Escapades.

Most Recent Press Releases:

- OTC's 2022 GOAL Winner, Ann Hester, featured in Statesboro Herald
- Finch Receives OTC's Diamond Award
- Statesboro Magazine recently highlighted OTC President Lori Durden, and VP for Economic Development, Jan Moore, in a feature titled "The Most Influential Women"
- Ray Delva Named OTC Instructor of the Year
- New Year, New Accolades for Practical Nursing Pin Recipients
- OASIS food pantry supplied over 30 families with meals for the holidays

Digital Marketing – Summer Recruitment Campaign (January 11, 2022 – May 16, 2022)

- 146 leads produced as of 2.4.2022
- Lead generation will slow down a bit for Feb/March as we advertise for Open House.

Upcoming Stories

- Feature spread in new TCSG Magazine about Amazon / FAST
- Mayor McCollar on Campus for Black History Month
- Screven County Gap Fund Endowment
- Strickland Foundation
- EAGLE Send-Off on March 2

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update**
 - Enrollment – 165/216 goal, 78% of goal
 - OTC has highest % of goal in TCSG
 - 77% meeting 12 hour attendance requirement
 - STAR Reading classes at the Statesboro Regional Library began in January. Classes are on Monday and Wednesday 9 am – 12 pm. Taught by Davita Foster, Community Support Instructor.
 - Goodwill (Bulloch) classes also began in January. Classes are on Tuesday and Thursday 1 – 4 pm. Taught by Davita Foster, Community Support Instructor.
- **Economic Development**
 - Contract Training – \$1,322,609 revenue. 57,560 training hours through January
 - Amazon – 31 trainees in the current cohort; 150 estimated for 2022.
 - Drivers Ed – 24 in Dec. class, 19 in current class over winter break.
 - The Venues were awarded the Most Fabulous business meeting place and overall venue for 2021 by Statesboro Magazine.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **Plans/Manuals/Handbooks**
 - Disaster Recovery Plan
 - Technology Plan
 - Employee Handbook
 - Facilities Maintenance Plan
 - Warranty Claims Procedure Manual
- **Procedures**
 - 3.3.4p3. Privacy Notice to Computer Users Procedure
 - 3.3.4p4. Remote Access Procedure
 - 3.3.3p1. Use of Campus Facilities Procedure
 - 3.3.6p. Alcohol on Campus Procedure
 - 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
 - 5.1.11p2. Automotive Technology Live Work Projects Procedure
 - 5.1.11p3. Cosmetology/Esthetician Live Work Projects Procedure
 - 5.1.11p4. Electrical Systems Technology Live Work Projects Procedure
 - 5.1.11p5. Funeral Service Education Live Work Projects Procedure
 - 5.1.11p6. Hospitality/Culinary Arts Live Work Projects Procedure
 - 5.1.11p7. Opticianry Live Work Projects Procedure
 - 5.1.11p10. Heavy Diesel Technology Live Work
 - 1.1.p. Development, Approval and Review of Local Procedures
 - 1.1.pa2. Local Procedure Format
 - 3.1.12p1. Cooperative Nonprofit Organizations Procedure
 - 3.1.1ps2. Foundation Procedure
 - 3.3.4p5. Laptop Computer Use Procedure
 - 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
 - 6.2.1p4. Student Assessment Procedure
 - 6.4.1p1. College Catalogs Procedure

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

TECHNOLOGY & INSTITUTIONAL SUPPORT: Caughey Hearn

- **Pavilion – Phase 2** - The project continues to progress slowly. The weather finally allowed the parking and driveway to be completed but the roofing metal is scheduled for March 1st. So, the new completion is date is mid-March.
- **Evans & Screven Paving and Sidewalk Improvements** - This project is awarded but waiting on the Notice to Proceed while they continue to finalize paperwork between TCSG and Ellis Wood Construction.
- **Welding Program Expansion** - This project is currently out for bid. Interested contractors are required to attend the pre-bid meeting at the current welding lab on February 17 at 10:00 am, with their bids being due 30 days later.
- **Occupational Studies Main Entrance Renovation** - The Occupation Studies Building main entrance renovation was awarded to Hubbard and Hudson Construction on January 14. This project is also in the award paperwork phase and waiting on the Notice to Proceed.
- **Electric Vehicle Chargers** - The agreements and purchase are complete. The project is estimated to be completed in summer 2022 due to the availability of the chargers.

PRESIDENT'S REPORT:

- Legislative session in progress: Governor's proposed budget affects TCSG. \$5,000 Cost of Living pay increase for all full-time state employees. FY2022 \$5,000 and FY2023 \$5,000 and forward. FY2022 is not applied to benefits. The college will have to make up the difference of what the state does not provide.
 - 10% state appropriations cut in FY2020 is being restored. AY2023 budget is based on AY2021 enrollment (credit hours). +\$35M -\$24M = \$9M back into the TCSG budget divided by the 22 technical colleges.
 - Proposed the HOPE Career Grant add criminal justice and law enforcement to the list of approved programs.
 - Grace suggested we print posters and place them around campus to promote the HOPE Career Grant
- President Durden met with all of the local delegates one-on-one in December to thank them for their support and to inform them of the new Industrial building. We are very hopeful the project will be funded.
- COVID19 – There was a small surge in January with staff and students. We will continue the vaccine incentive program through April. Employees are approximately 77% fully vaccinated.
- EGSC – Dr. David Schechter is the new president. EGSC has vacated the building across the street. GSU Continuing Ed department will move into the building. EGSC classes are being held in the Nesmith-Lane Building on the GSU campus.
- Sunny Purdue announced as the sole candidate for Board of Regents Chancellor position.
- Thank you in advance for your support with the annual iGot campaign and completing pre-calls.

CHAIRPERSON'S REPORT:

- Mark thanked everyone for their time today and reminded everyone about Business After Hours tomorrow.

ADJOURN: There being no further business at this time the meeting adjourned at 10:02 a.m.

The next meeting of the Local Board of Directors is **March 16, 2022** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom
March 16, 2022 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Caughey Hearn, Bobby Jones, Micheal Summers, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Stephen Pennington

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

STAFF ABSENT: Lori Durden

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

INVOCATION: Mark Anderson gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of February 16, 2022 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the February 3, 2022 State Board meeting, the Board approved the following:

- **New Programs effective August 2022**
 - GFA Digital Entertainment TCC (GDE1)
 - GFA Film & Television Post-Production TCC (GF31)
 - GFA Film & Television Production TCC (GF21)
- **Actions for Ratification**
 - **Construction Contract** - Hubbard & Hudson Construction, \$292,000, OSB Front Entrance Renovation.
- **Expenditure Items for Ratification**
 - Lincoln Welding Equipment, \$158,414, Obsolete equipment bond funds, Welding lab expansion.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington. *Brandy reported in Stephen's absence.*

- **Program Updates**
 - We are currently working to provide an online option for our Opticianry program that we are planning to offer Fall Semester 2022. This program is designed for students who are already employed in optical offices or laboratories. Students who meet the criteria for the program will be able to take classes online and have an approved preceptor/mentor at their job site to perform their skills checkoffs. Students will be required to come to campus for a final exam and final

lab check-off. This will provide additional flexibility for students and grow enrollment for the program.

- Several students in our Logistics program will attend Modex 2022 for Student Day at the Georgia World Congress Center in Atlanta on March 30. Modex is the premier supply chain experience trade show. Students will be able to experience next-generation technology equipment in action. They'll be able to network, discover cutting-edge solutions, and learn the latest trends in Logistics. Students received a Travel Grant for Modex 2022 from MHI (Material Handling Industry) for \$200 per student. There are 7 students attending.
- **Video Tour: Esthetics**
 - A short video featuring Elizabeth Goode, our Esthetician Instructor, was shown. Elizabeth gave a tour of the lab space and talked about the Esthetician Program.

STUDENT AFFAIRS: Grace Waits

- Introduction of New Employee – Kelsey Williams, Registrar's office
- SkillsUSA State Competition – The Ogeechee Technical College SkillsUSA team brought home two medals from the SkillsUSA Georgia State Leadership and Skills Conference in Atlanta, February 24 – 26. Joshua Summers, a student in OTC's Air Conditioning Technology program, was awarded a gold medal while Michael Bolyard and Justin Clenny, Cybersecurity students, brought home a bronze medal. Joshua Summers will compete at the national competition June 20-21 in Atlanta.
- Open House – March 24, 5:00 – 7:00 pm at all campus locations
- Career Fair – April 13

ADMINISTRATIVE SERVICES: Micheal Summers

January Financial Report*

- January 31, 2022 YTD budgeted revenue/expenses were \$31,923,306. We received \$19,319,421 in revenue and expensed \$18,508,727. The financial report shows a net income of \$810,694.
- January 31, 2022 YTD Total Current Assets - \$4,480,116; Total Assets - \$4,664,700 = Total Liabilities/Fund Balances \$4,664,700.
- We received 61% of our anticipated revenue and we expensed or encumbered 65%.
- We received \$4,763,618 of our state funds, which is 54% of our anticipated budget of \$8,890,446.
- We received \$2,014,443 of our federal funds, which is 35% of our anticipated budget of \$5,702,116.
- We generated \$6,600,758 in local funds, which is 58% of our anticipated budget of \$11,390,142.
- Received new grant funds of \$80,000
- We have received and expensed \$5,940,602 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the January 31, 2022 financial report as presented.

February Financial Report*

- February 28, 2022 YTD budgeted revenue/expenses were \$34,696,143. We received \$25,248,341 in revenue and expensed \$23,362,557. The financial report shows a net income of \$1,885,784.

- February 28, 2022 YTD Total Current Assets - \$5,559,004; Total Assets - \$5,743,886 = Total Liabilities/Fund Balances \$5,743,886.
- We received 73% of our anticipated revenue and we expensed or encumbered 74%.
- We received \$5,451,295 of our state funds, which is 61% of our anticipated budget of \$8,890,446.
- We received \$2,435,162 of our federal funds, which is 42% of our anticipated budget of \$5,731,291.
- We generated \$8,677,620 in local funds, which is 76% of our anticipated budget of \$11,390,142.
- Carl Perkins grant funds awarded
- We have received and expensed \$8,684,263 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by T. Hall, seconded by C. Ethridge, all in favor; none opposed; the Board reviewed and accepted the February 28, 2022 financial report as presented.

Introduction of New Employee – Desire Alexander, Director for Human Resources. Her first day was Monday, March 7. Desire brings a vast pool of knowledge in all areas of human resources with her. Desire’s has 12 years of human resources experience, including 3 years at Savannah Technical College.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall Foundation – BARBARA GOLDEN

THANK YOU, THANK YOU – iGot

- We couldn’t do it without YOU
- Please turn in your pre-calls and personal Contributions/Pledges by Friday, March 18

Important dates to note:

- Tuesday, March 22, iGot Victory Celebration – 4:00 PM, Pavilion (Tentative)

Marketing/PR – TAMMI HALL

Highlights - We currently have 5 campaigns running.

- Recruitment Campaign
- Adult Ed
- Open House
- iGot
- GrandKids College

Most Recent Press Releases:

- [OTC Students Earn Medals at State SkillsUSA Conference](#)
- [Ogeechee on the Go – 23 Units collected at Red Cross Blood Drive](#)
- [OTC Students Coordinate Service with Local Soup Kitchen](#)
- [Mayor McCollar visits OTC for Black History Month](#)
- [Hester named 2022 GOAL Winner](#)

Digital Marketing – Summer Recruitment Campaign (January 11, 2022 – May 16, 2022)

- 259 leads produced as of 3.4.2022 (+113 since last report)
- Lead generation is typically around 150 per month, the drop is due to funds being put toward Open House digital marketing – so we should see the return there instead.
- Open house event has 197 responses. (37 going / 160 interested)
 - Also running radio and newspaper ads

Upcoming Stories

- EAGLE Send-Off
- Nurse Aide Accelerated Certificate
- Opticianry Hybrid Program
- Grandkids College
- Funeral Services partners with business to help family of deceased son
- iGot
- Strickland
- Mingledorf
- Manufacture Ready

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update – Bobby Jones**
 - Enrollment: 177 (goal 216), 82% of goal
 - 75% of enrollees are meeting the 12 hours of required attendance.
 - EAGLE student – Chris Igwe, top 8 finalist and an excellent representative for Ogeechee Tech.
 - OAE FY23 Continuation Grant- Programs received information about the grant continuation process. Grant is due no later than April 15th, 2022
- **Economic Development – Yolanda Tremble**
 - FY2022 YTD Revenue (combined CE/Contract Training): \$1,448,530
 - FY2022 YTD Total Training Hours: 71,973
 - Operation Next – Military transitioning, 1 of 4 providers in the country.
 - Electrical Apprenticeship and Industrial Maintenance Fast Track classes are going well.
 - Apprenticeship course started on January 24, 2022 with 4 participants. Fast Track cohort 14 started on February 2, 2022 with 9 participants.
 - Screven County CTAE Director Billy Pollock has submitted 18 student applications to take the Manufacture Ready training course this May. It is slated to begin May 3. The class is being funded through the following mechanism: \$5,000 from Walmart Community Grant (Bulloch), \$2500 Walmart Community Grant (Screven), \$2500 Screven County Board of Education.

- Amatrol training equipment delays for Amazon. Oconee Fall Line lended the equipment for our use.
- Update on new Industrial Technology training facility – 3 pots of money for expansion 1) broadband, 2) water/sewer - Mega-site not granted and water/sewer for blue mile was not granted 3) building - waiting on announcement of which project will receive grant funds.
- Micheal Summers suggested we get more serious about logistics and supply chain training on forklift and warehousing. We should be providing more advanced training in these areas.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **Plans/Manuals/Handbooks**
 - Academic Affairs Classroom/Lab Safety Management Plan
- **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
 - 4.3.2p5. Public Demonstration Procedure
 - 4.4.4p1. Performance Management Procedure
 - 5.1.3p1. Advisory Committees Procedure
 - 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
 - 6.6.3p1. Fundraising Request Procedure
 - 6.4p1. Satisfactory Academic Progress/ Requirements for Financial Aid Procedure

Upon a motion by T. Hall, 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: Caughey Hearn

- **Pavilion – Phase 2** - The project is essentially complete, but we are already looking at adding features such as an installed sound system and landscape improvements. There are internal events on the schedule and we look forward to offering this venue for external use. And, of course, this space will also serve as an academic space as we strive to offer alternatives to the traditional classroom environment. The Certificate of Occupancy has been received.
- **Evans & Screven Paving and Sidewalk Improvements** - The project is in the que of Ellis Wood Construction and we are waiting for our start day.
- **Welding Program Expansion** - The project bids were due on March 10. By meeting time, there will be news to share! Low bid was \$210,000. Working on funding this project and are a little short at this time.
- **Occupational Studies Main Entrance Renovation** - The project is in the que of Hudson and Hubbard Construction and we are waiting for our start day in mid-April.
- **Electric Vehicle Chargers** - The chargers arrived much earlier than expected and the transformer has been set by Georgia Power. The installer is working to find the remaining electrical components needed to make the final connections, so the project is currently on hold. There will be 8 charging stations available to the public.

PRESIDENT'S REPORT: *Dr. Brandy Taylor reported in Lori's absence.*

- This week is spring break for students
- Community Splash distributed today
- OTC @ GS Baseball, April 6, 6:00 pm, VIP suite. Please let Karen know if you plan to attend.
- Screven Business After Hours – April 14, 5:00 pm, invitation coming soon
- Student Satisfaction Inventory – In progress now. We use the Student Satisfaction Inventory to identify priorities and measure student satisfaction in areas related to academics, admissions and registration, campus services, and safety. The SSI is a powerful tool we use to improve the quality of student life and learning at OTC.
- College Employee Satisfaction Survey – This survey will be deployed to employees next week. The purpose of the CESS is to solicit thoughtful and relevant ideas on how we can improve our work environment, campus culture, and institutional planning.

CHAIRPERSON'S REPORT:

- Mark stated there are a lot of positive things going on at the College.
- Carolyn mentioned the iGot video was very good and a great reminder of what OTC does in the community. Michelle stated that Micheal Summer's daughter was the lead in the video and one of our employees, Izell Scott, did the voice over for the video.

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 **April 20, 2022** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
April 20, 2022 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Tammi Hall, Bobby Jones, Stephen Pennington, Micheal Summers, and Yolanda Tremble.

MEMBERS ABSENT: Dr. Barbara Golden, Caughey Hearn, and Grace Waits

STAFF PRESENT: Jeff Davis, Michelle Davis, Eyvonne Hart, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: Dr. Ryan Foley

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

INVOCATION: Yolanda Tremble gave the invocation.

REVIEW OF AGENDA: Upon a motion by Y. Tremble, seconded by M. Summers; all in favor; none opposed; the Board accepted the agenda with the noted change of Sarah Beverly not being in attendance.

REVIEW OF MINUTES: Upon a motion by S. Pennington, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of March 16, 2022 Local Board of Directors with the noted change of Stephen Pennington being absent and removed from being present.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the March 15, 2022 State Board meeting, the Board approved the following:

- **Expenditure Request**
 - Integrated Security & Surveillance cameras from Adaptive Solutions in the amount of \$648,982; Federal grant funds available for this expenditure

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Stephen Pennington.

- **Program Updates**
 - Ogeechee Technical College (OTC) and Middle Georgia State University (MGSU) have signed an agreement to create seamless transitions for students pursuing a career in Information Technology. The agreement is designed to facilitate the transfer of credits earned in the Cybersecurity Associate of Applied Science (AAS) degree at OTC to the Bachelor of Science in Information Technology at MGSU. This agreement helps provide that seamless transition into a 4-year institution and allows them to take what they've learned at our college and expand on it. Cybersecurity and Information Technology offer diversified career paths and this partnership goes a long way toward supporting our regional workforce. In addition to the general education courses that are approved for transfer, this agreement provides an opportunity for up to 12 program classes to transfer towards to the BS degree.
 - Funeral Service Education Program students at OTC develop technical skills and professional courtesies through Instructional Live Work Projects in the classroom.

Due to a recent donation, OTC students had the opportunity to practice embalming and restoration, as well as provide a much-needed service to a family who wished to donate their loved one so that students could get hands-on training. We have been very fortunate here at OTC to have had three Live Works Projects since January of this year. These donations have provided our students with the opportunity to participate in valuable training. We pride ourselves on teaching compassion, dignity, and respect, and our students have had the opportunity to develop some practical skill and professional grace along the way. All work performed during a Live Work Project is under the direct supervision of the Funeral Service Education instructors.

- The Medical Assisting Program at Ogeechee Technical College has been ranked third out of 41 schools that offer Medical Assisting Programs in the state of Georgia for 2022 by MedicalAssistantAdvice.com. This is the fourth consecutive year that the Medical Assisting Program at Ogeechee Tech has been ranked in the top 4. The rankings are based on a combination of the ranking sites editorial staff ratings, graduation rate, average net price, admission rate, full-time retention rate, and total number of students enrolled in the program.

- **New Advisory Committee Members***

There are twelve new members in various programs and removal of eight members. Upon a motion by S. Pennington, seconded by C. Ethridge, all in favor; none opposed; the Board reviewed and accepted the New Advisory Committee Members as presented.

STUDENT AFFAIRS: Grace Waits – Christy Rikard reported in Grace’s absence

- Sarah Beverly will be introduced at next month’s meeting.
- Open House - Open House was held on March 24th in all three counties. There were a total of 143 attendees and 213 applications submitted. This was the highest number of applications submitted for an Open House to date!
- Safe Space Training - On April 4th, 18 employees from Ogeechee Technical College, Southeastern Pines Technical College, Coastal Pines Technical College, and the TCSG system office participated in a Safe Space training. This training is a nationally recognized program conducted by Campus Pride and provides ways to support LGBTQ students. Those who participated are now certified Safe Space trainers for other faculty and staff. Creating Safe Spaces on campus will help support the safety and academic success of our LGBTQ students.
- Career Fair - Our annual Career Fair was held on Wednesday, April 13th in the Jack Hill Building. We had 58 businesses represented from around the community. Ogeechee Tech students, area high school students, and community members attended for a total of 142 guests.
- OASIS Food Pantry Spring Meal Giveaway - OTC’s OASIS Food Pantry provided 11 student families with an entire meal package last week. The Food Pantry opened in January of 2020 to serve those in the OTC community who have food needs. Meal giveaways began in 2020 and occur three times a year – in November, December, and April. To date, we have supplied 113 full meals to student families.

ADMINISTRATIVE SERVICES: Micheal Summers
March Financial Report*

- March 31, 2022 YTD budgeted revenue/expenses were \$35,777,858. We received \$27,881,129 in revenue and expensed \$26,408,495. The financial report shows a net income of \$1,472,495.
- March 31, 2022 YTD Total Current Assets - \$5,104,421; Total Assets - \$5,313,016 = Total Liabilities/Fund Balances \$5,313,016.
- We received 78% of our anticipated revenue and we expensed or encumbered 82%.
- We received \$6,147,721 of our state funds, which is 69% of our anticipated budget of \$8,890,446.
- We received \$2,917,957 of our federal funds, which is 51% of our anticipated budget of \$5,733,443.
- We generated \$9,051,625 in local funds, which is 79% of our anticipated budget of \$11,390,142.
- We have received and expensed \$9,763,825 (100%) in Hope, Pell, SEOG funds, CARES funds and private loans.

Upon a motion by B. Jones, seconded by Y. Tremble, all in favor; none opposed; the Board reviewed and accepted the March 31, 2022 financial report as presented.

COLLEGE ADVANCEMENT: Dr. Barbara Golden/Tammi Hall

Foundation – BARBARA GOLDEN – *Michelle Davis reported in Barbara's absence.*

President Durden announced that Barbara's husband Bill is in hospice. Please keep Barbara and Bill in your thoughts and prayers.

iGot 2022 recap – \$616,430

- Total contributions: 504
- Total donors: 456 (compared FY21- 419; FY20 - 265)
 - 207 business gave (compared FY21 182, FY20 80)
 - Bulloch – 148 donors (95 businesses)
 - Evans – 49 donors (30 businesses)
 - Screven – 19 donors (15 businesses)
- Faculty/Staff participation rate 95% (FY21 94%, FY20 93%)
 - 155 gave (12 which were part-time)
 - Currently 12 departments have 100% participation

Scholarships

- Bobby Smith Memorial Scholarship (endowed) **\$28,850**
 - Screven County Development Authority – pledged \$10,000
 - Oglethorpe Power – pledged \$10,000
 - Planters Telephone Foundation – pledged \$10,000 (\$5,000 designated for Bobby Smith Memorial Scholarship)
 - Koyo – contributed \$1,000
 - Queensborough National Bank - \$1,000
- Rockin' Out Alzheimer's Foundation - **\$15,000** (\$5,000 to be invested)
- Warren Ball family Fish and Wildlife Management Endowment (name TBD) - **\$25,000**
- Mikell Corey Waters Memorial Scholarship - \$1,000 (annual)
- Luxottica scholarship/testing monies, Opticianry program - \$2,500 (annual)
- Two additional proposals or verbal asks \$25k or above

Save the Dates:

- Tuesday, 9.27.2022, Scholarship Banquet – JHB, Oak Room
- Monday/Tuesday, 10.24 – 25.2022 , Leadership Conference Savannah (Dinner Monday evening)

- Thursday, 10.27.2022, J. David Russell Memorial Golf Tournament, FHC

Marketing/PR – TAMMI HALL

Highlights - We currently have 3 campaigns running.

- Recruitment Campaign (Make Summer Count)
- Career Fair
- GrandKids College

Most Recent Press Releases:

- [Medical Assisting Program at OTC Ranked #3 in State](#)
- [OTC Students Get Unique Opportunity through Live Work Projects](#)
- [Career Fair at OTC open to the public and expecting over 50 employers](#)
- [Middle Georgia State University & Ogeechee Technical College sign agreement to benefit students pursuing an IT Degree](#)
- [Opticianry AAS Degree to offer Online Options this Fall](#)
- [2022 iGot Campaign raises \\$616,430](#)
- [OTC Hosts Send-Off for EAGLE Delegate Chris Igwe](#)

Digital Marketing – Summer Recruitment Campaign (January 11, 2022 – May 16, 2022)

- 518 leads produced as of 4.12.2022 (+259 since last report)
- Campaign for Grandkids College started 4.11.2022
- Campaign for Career Fair ends 4.13.2022

Upcoming Stories

- Terry Hand and Wells Fargo
- Nurse Aide Accelerated Certificate
- Mingledorf
- Bobby Smith Memorial Scholarship
- Graduation Speaker
- Pinning Ceremonies (NTHS, Vet Tech, Dental Assisting, Practical Nursing)

ECONOMIC DEVELOPMENT: Bobby Jones/Yolanda Tremble

- **Adult Education Update – Bobby Jones**
 - Enrollment: 195 (goal 216), 90% of goal
 - Filming testimonial on student who works at EnMarket at Northside Dr. and North Main St.
 - New initiative at state level
 - COLA funds
- **Economic Development – Yolanda Tremble**
 - FY2022 YTD Revenue (combined CE/Contract Training): \$1,586,917
 - FY2022 YTD Total Training Hours: 81,565
 - 100% pass rate on 1st cohort for Amazon training; 2nd cohort in progress
 - Screven County Manufacture Ready program begins May 2. Training schedule distributed. Week 2 will include two sessions with the TransFRVR/Amatrol training. Bobby Jones is one of the speakers for the Manufacture Ready Program.

INSTITUTIONAL EFFECTIVENESS: Carolyn Ethridge

- **FY2023 Estimated Perkins Allocation - \$586,571**
 - Personnel - \$370,000
 - Academic Enrichment Center - \$24,000
 - Special Needs Equipment/Instructional materials/AMAC Membership - \$7,500
 - NAPE Membership/AHEAD Membership - \$1,000
 - Materials for Under-Represented Gender Students in Nontraditional Programs - \$1,200
 - Faculty & Staff Professional Development - \$8,500
 - Program Equipment \$174,371
- **Plans/Manuals/Handbooks**
 - Advisory Committee Guidebook
 - Career Services Plan
 - Emergency Operations Plan
 - Exposure Control Plan
 - Hazardous Communication Program Plan/Inventory
 - Occupation-Based Instruction Management Plan
 - Program Development, Analysis & Termination Plan
- **Procedures**
 - 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. Professional Development Procedure
 - 5.1.2p2. Credit Hour Procedure
 - 6.8.1p1. Field Trips Procedure

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

TECHNOLOGY & INSTITUTIONAL SUPPORT: Caughey Hearn

- **Joseph E. Kennedy Reconfiguration** - This project is the direct result of lessons learned during the pandemic. It also represents our ongoing efforts to maximize the use of our limited resources. This renovation of approximately 3,000 square feet provides spaces optimized for social distancing with a focus on technology and virtual meeting capabilities. Additionally, the project will improve overall traffic flow, update lighting, and ensure proper ventilation throughout the area.
- **Welding Program Expansion** - The College was fortunate to receive \$270,000 in additional funding from the state to cover the cost of this project. State Board is scheduled to review the renovation during the April meeting. The project will then be awarded to the low bidder, Hudson and Hubbard Construction, with hopes of completion prior to the beginning of Fall Semester.
- **Master Campus Plan** - Each college within the Technical College System of Georgia is required to complete a Master Campus Plan exercise every 5 years. Once completed, this process provides detailed documentation of current facilities and conditions, outlines our plan for future growth, and serves as a source of guidance for all campus projects during the duration of the plan. We entered into an agreement with a firm who is very familiar with our college. They have assisted us with new construction projects, renovations, and prior planning activities so they are familiar our standards and expectations.

PRESIDENT'S REPORT: Lori Durden

- Thanked Dr. Taylor for filling in for her last month while she was in Atlanta for the EAGLE competition.
- Dr. Foley will return to OTC next week from his interim president position at Southern Crescent Technical College. We are excited to have him back on campus.
- East Georgia State College ribbon cutting – moving from the Hwy 301 location to the Nesmith Lane Building on GSU campus. GSU's office of continuing education is moving into the Hwy 301 location.
- The next few weeks are super busy for the Executive team. Traveling next week to Atlanta for the GOAL/RPA Leadership Summit, President's Council and State Board. Should receive FY23 Budget Allocation.
- Legislative Session:
 - COLA passed house and senate and will be applied to payroll in April.
 - SB397 – Options for high school equivalency testing other than the GED
 - SB379 - Expands apprenticeship programs across the state
 - 40 hours annual leave cash-out each year
- Graduation – May 12, 2022, 7:00 pm at Hanner Field House. Full blown OTC graduation. Please mark your calendars and let Karen Mobley know if you plan to attend. Speaker is Bob Mackey, GED graduate of Athens Tech, business owner who appeared on Shark Tank.
- Micheal Summers spoke at the Screven County Transition Center as part of the Adult Education "Student Success Speaker Series" on Everyday Entrepreneurship.
- Bobby Jones and Caughey Hearn have both agreed to serve an additional 3-year term. Mark Anderson has agreed to serve as Chairman for another year.
- Last Board meeting for the fiscal year is May 18, 2022.

CHAIRPERSON'S REPORT: Mark Anderson

- Mark would like to send something to Barbara from the Board. A gift card to a restaurant with a card would be nice.
- Carolyn's daughter is having a procedure on Friday in Savannah on her heart. Please keep her in your prayers.
- Claxton-Evans Chamber Annual meeting is tomorrow evening. Chris Clark is the speaker.

ADJOURN: There being no further business at this time the meeting adjourned at 9:57 a.m.

The next meeting of the Local Board of Directors is **May 18, 2022** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
May 18, 2022 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Bobby Jones, Grace Waits, Tammi Hall, Dr. Barbara Golden, Stephen Pennington, Micheal Summers, Caughey Hearn, Yolanda Tremble, and Carolyn Ethridge.

MEMBERS ABSENT: None

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

STAFF ABSENT: None

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

INVOCATION: Jan Moore gave the invocation.

REVIEW OF AGENDA: Upon a motion by T. Hall, seconded by G. Waits; all in favor; none opposed; the Board accepted the agenda with the correction of Bobby Jones for Bobby Smith under the review of State Board minutes.

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by G. Waits; all in favor; none opposed; the Board accepted the minutes of April 20, 2022 Local Board of Directors as presented.

REVIEW OF STATE BOARD MINUTES:

During the April 25, 2022 State Board meeting, the Board approved the following:

- Program Termination – Practical Nursing Diploma, effective May 2022
- Construction Contract – Welding Lab Renovation, Hubbard & Hudson Construction, \$272,000.
- Board re-appointments for Bobby Jones and Caughey Hearn

Mark stated that graduation was a great event. The students had a great time, the speaker did a great job, and Brandy Harvey did a wonderful job with the national anthem. He encouraged everyone to try to attend next year.

COMMITTEE REPORTS

ADMINISTRATIVE SERVICES: Micheal Summers

April Financial Report*

- April 30, 2022 YTD budgeted revenue/expenses were \$36,876,426. We received \$29,709,560 in revenue and expensed \$26,689,792. The financial report shows a net income of \$1,019,769.
- April 30, 2022 YTD Total Current Assets - \$4,608,284; Total Assets - \$4,867,920 = Total Liabilities/Fund Balances \$4,867,920.
- We received 81% of our anticipated revenue and we expensed or encumbered 85%.

- We received \$7,640,369 of our state funds, which is 77% of our anticipated budget of \$9,957,596.
- We received \$2,957,872 of our federal funds, which is 52% of our anticipated budget of \$5,733,443.
- We generated \$9,316,075 in local funds, which is 82% of our anticipated budget of \$11,390,142.
- We have received and expensed \$9,795,244 (100%) in Hope, Pell, SEOG funds, CARES funds and private loans.

Upon a motion by M. Summers, seconded by Y. Tremble, all in favor; none opposed; the Board reviewed and accepted the April 30, 2022 financial report as presented.

FY2023 Proposed Budget*

- State Funds: \$10,034,769
- Federal Funds: \$1,708,009
- Local Funds: \$9,709,167
- **Total Proposed Budget: \$21,451,945**

Upon a motion by M. Summers, seconded by Y. Tremble, all in favor; none opposed; the Board reviewed and accepted the FY2023 Proposed Budget as presented.

ECONOMIC DEVELOPMENT: Jan Moore, Justin Goodman, Travis Wright

Jan Moore described what Economic Development is responsible for at the College

- Adult Education
- Facility Rentals
- Continuing Education
- Business & Industry Training – As of the end of April, we have trained 923 individuals for 80,400 hours. This was primarily Industrial Maintenance.

Industrial Maintenance & Robotics Training Program –

- Jan introduced Justin Goodman – Justin was our first full-time instructor/Program Coordinator for non-credit industrial maintenance training. He has been with the college for five years. We are now up to 5 full-time instructors. This program is recognized around the state.
- Justin explained what he is responsible for as the Program Coordinator. He meets with local industry partners to develop unique training programs for them. He coordinates electrical, mechanical and fast-track apprenticeships, PLC programming and robotics, Amatrol eLearn, open lab hours (self-paced learning for technicians), development/implementation of assessments, and performance improvement plans for industry partners. OTC delivered 252 certifications this year including apprenticeships and fast-track programs. Justin stated we have the best training facility in the system and we could not do what we do without the support from college administration.
- Jan asked Bobby Jones to say a few words about his involvement. The college started developing this program about 10 years ago when industry recognized the need to fill the skills gap in industrial systems. The college committed to acquiring the equipment and instructors needed to train employees to upskill and fill the skills gap in local industry. Collaboration with industry partners is critical to grow and develop what is needed for the future.
- Current industry partners are: Koyo, Briggs, GAF, WL Plastics, Crider Poultry

- Travis Wright is the lead instructor for the mechatronics/robotics Amazon Training Program. He stated they are teaching at a very high-level, high-fast paced environment to students from all over the United States from all walks of life. It is a twelve-week program, 5-days week, 8-hours day. The out-put is 600 PMMI Certifications/year. Employees receive a 40% raise once they complete the course. OTC is one of 5 colleges in the country that are certified to offer this program, and we are the #1 college in pass rates. The team of instructors are Travis Wright, Alex Elliott, and Josh Bennett with one lab assistant. Travis stated the level of support received from administration is what has made this program so successful.
- President Durden and Jan Moore both stated that this program would not be successful without the staff we have in place. Justin did a tremendous job in developing the program and the team has done a fantastic job with elevating the program.
- Mega-site announcement coming soon – Hyundai electric vehicle manufacturing plant. This will impact every aspect of our community economically and will provide more opportunity for the college.
- The Industrial Maintenance/Robotics Training facility was not approved, but we will continue to seek funding for this facility.

INSTITUTIONAL EFFECTIVENESS: *Dr. Brandy Taylor reported.*

- **Strategic Plan Review***

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

- **Plans/Manuals/Handbooks***

- Business Continuity Plan
- FIT Life Handbook
- New Employee Orientation Manual
- Distance Learning Policies & Procedures Manual
- Online Course Orientation: Student Policies & Procedures

- **Procedures***

- 2.1.2p1. Mission Statement Procedure
- 2.1.2p2. Vision Statement Procedure
- 3.3.1p1. Food and Drink Procedure
- 3.3.1p2. Litter Procedure
- 3.3.7p1. Tobacco Use Procedure
- 3.3.11p1. Severe Inclement Weather Procedure
- 4.1.9p1. Volunteer Services Procedure
- 4.3.2p7. Visitors Procedure
- 4.5.3p1. Official Holidays Procedure
- 5.1.5p1. College Calendar Procedure
- 5.1.8p1. Advanced Placement Procedure
- 6.7.2p1. Student Dress Code Procedure

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

PRESIDENT'S REPORT: Lori Durden

- Summer Semester Enrollment - Currently up 1%. Hoping to remain flat this semester. A lot of money has been distributed to students through the CARES Act funds and these funds are about to end. We expect to see a dip in enrollment and a challenge to collect funds from students.
- FY2022 Local Board Assessment - Assessment will be distributed to the board following this meeting. Results will be reviewed at the first meeting of the new fiscal year in August.
- FY2023 Proposed Meeting Schedule - The schedule will remain at the same time and format as previous years. Karen will send the schedule out by email.
- FY2023 Committee Assignments - Each Board member assigned to a different division each year in order to learn about all aspects of the college.
- FY2023 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.
- This is the last meeting of this fiscal year. Thank you for your service this past year. Have a great summer.

CHAIRPERSON'S REPORT: Mark Anderson

- Mark thanked everyone for being here. Continue to stay in touch through the summer and reach out if you have questions or concerns. We look forward to returning as a board in the fall with new focus and energy. Encouraged the board to stay and experience the VR headsets.

ADJOURN: There being no further business at this time the meeting adjourned at 9:56 a.m.

The next meeting of the Local Board of Directors is **August 17, 2022** at 9:00 a.m. Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori S. Durden". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lori S. Durden
Executive Secretary