

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
August 16, 2017 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Tammi Hall, Fred Hill, Bobby Jones, Randy Mayfield, Dr. Lisa Rogers, Ben Ross, Bobby Smith, and Yolanda Tremble.

MEMBERS ABSENT: None

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

STAFF ABSENT: None

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

INVOCATION: Yolanda Tremble gave the invocation.

Oath of Office of New Board Member: Judge Michael Muldrew swore in the new members of the Local Board of Directors: Carolyn Ethridge, Ben Ross, and Bobby Smith, Jr.

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

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by B. Smith; all in favor; none opposed; the Board accepted the minutes of the June 21, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the May 2017 State Board Meeting the following Board members' appointments and reappointments were approved. Terms expire in 2020:
 - Carolyn Ethridge – Appointment – 1st Term
 - Ben Ross – Appointment – 1st Term
 - Bobby Smith, Jr. – Appointment – 1st Term
 - Mark Anderson – Reappointment – 2nd Term
 - Tammi Hall – Reappointment – 2nd Term
 - Yolanda Tremble – Reappointment – 2nd Term
 - Dr. Lisa Rogers – Reappointment – 3rd Term
- During the August 2017 State Board Meeting, the request to name the Logistics and Public Safety Building on the Evans County Technical Education Complex the "Jack and

Muriel Strickland Building" in honor of the late Mr. and Mrs. Jack Strickland was approved.

UNFINISHED BUSINESS:

- FY2017 Board Assessment Results – President Durden shared the results of the FY2017 Board Assessment Results. Overall, the Board’s feedback was positive.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross

1. New Faculty:
 - a. Mallorie Morris, Medical Assisting Instructor - Mallorie was an adjunct in the Medical Assisting program and received her AAS in Applied Technical Management and Medical Assisting Diploma from Ogeechee Technical College. She also worked at Family Internal Medicine Associates of Statesboro for several years.
 - b. Victoria Ruiz Hernandez, English Instructor - Victoria was a tutor in our Academic Enrichment Center and has a MA in English from the University of Tennessee.
2. Program Updates - Jennifer Snider, Funeral Services Instructor, received her Certified Funeral Service Practitioner Certification (CFSP). The CFSP designation is the highest professional designation you can achieve in funeral service. When you see the CFSP credential next to a name, you know right away that you are working with a highly self-motivated person with a driven desire to learn, grow and achieve. The designation can be obtained once a candidate has accrued 180 hours of activities across four categories.
3. Logistics – Jillian Johnson, Instructor, introduced herself and spoke to the Board about the Logistics program and what the program has to offer our students. Students must complete 75 contact hours to graduate the program. Ogeechee Tech has a 2+2 AS articulation agreement with GSU in Logistics. There are currently 14 students enrolled in the program.

ADMINISTRATIVE SERVICES: Mark Anderson

June Financial Report* – Fiscal Year Ended June 30, 2017

- June 30, 2017 YTD budgeted revenue/expenses were \$23,773,000.96. We received \$23,607,673.04 in revenue and expensed \$23,528,119.25. The financial report shows a net income of \$79,553.79 for FY2017.
- June 30, 2017 YTD Total Current Assets - \$3,104,761.15; Total Assets - \$3,388,533.71, Total Liabilities/Fund Balances \$3,388,533.71.
- We received 99% of our anticipated revenue and we expensed 100%.
- We received \$8,876,319.64 of our state funds, which is 100% of our anticipated budget of \$8,880,519.64.

- We received \$737,722.65 of our federal funds, which is 97% of our anticipated budget of \$760,642.
- We generated \$7,326,803.43 in local funds, which is 98% of our anticipated budget of \$7,465,012.00.

Upon a motion by B. Smith, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the June 30, 2017 financial report as presented.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report – Expand on

- **Ogeechee Tech named Top Technical College by JAMES Magazine.** The rankings of Georgia’s top technical colleges are based on available data including graduation rates, teacher-to-student ratio, accreditations, and job placement rates.
- **Adult Education students “SkillUP” in Class, Career, and Community.** This school year our students will ‘skillUP’, said Samantha Smith, Dean of Adult Education at Ogeechee Technical College. “We have re-evaluated our approach to service delivery for our students and recognize that the needs extend well beyond GED attainment. We want to provide our students a learning experience that will focus on building skills that will not only help them achieve their GED credential, but also transfer into any post-secondary educational opportunity, and or entry into the workforce,” Smith said.
- **Graduate Discusses Success of Business** – Lazar Brown Oglesby and her sister Mary Beth Brown are the brains behind Honey Catering, an event planning and catering company that specializes in cheesecakes. They have a cafe that offers a few different appetizers and entrees alongside their renowned cheesecakes, while their catering menu consists of almost anything you could imagine. They also maintain a restaurant called Dolan’s BBQ in Millen, Georgia. Student Veterans Association participates in the Statesboro Regional Library’s “Touch-a-Truck” event.
- **Veteran Group Participates in Event** - The Student Veterans Association of Ogeechee Technical College and the Georgia National Guard recently participated in the Statesboro Regional Library’s “Touch-a-Truck” event. The program, open to all children, showcased military, police, and emergency trucks used to protect our citizens. The Statesboro Police Department and the Statesboro Fire Department were also on hand with their cars and trucks. Crafts and activities were available in the library.
- **Health Careers Camp visits Ogeechee Tech** - Participants from the Health Careers Camp, sponsored by the Magnolia Coastlands Area Health Center, recently visited the campus of Ogeechee Technical College. The camp is for current 9th-12th graders who are interested in careers in the medical field and included students from 11 area schools. The students, along with camp coordinator, Rachel Kirkland, visited the campus to participate in hands-on learning for the day.

Foundation Report -

- Annual Fundraiser for Adult Education Program – Gettin’ Groovy for Adult Literacy, Saturday, November 11, 7:00 – 11:00 p.m. at the Natural Resources Building. Tickets are on sale and sponsorships are needed for the event.

- Ogeechee Tech is hosting Business After Hours in Evans County on August 24, 2017, 5:00 – 6:30 p.m. at the Hagan campus.

ECONOMIC DEVELOPMENT: Dr. Lisa Rogers/Bobby Smith

Contract Training Benchmarks –

- FY17 Total Companies Trained – 175; Benchmark 170
- FY17 Total Hours Trained – 38,068; Benchmark 37,994
- FY18 YTD Companies Trained - 48; Benchmark – 170; % of goal
- FY18 YTD Hours Trained – 6,679; Benchmark – 37,994; 28% of goal
- Recruitment Fair for Industrial Maintenance program taking place August 31 to recruit students for the program. There are 14 spots available for each cohort.
- The next Fast Track class is October 2 – December 21, 2017.
- Fast Track program graduation is October 3, 2017. Rep. Jon Burns is the keynote speaker.
- Jan explained the Fast Track Industrial Maintenance program for the new Board members. Bobby Jones shared his perspective from the manufacturing side. There are currently 60 vacancies that need to be filled in the manufacturing facilities involved in the program. The goal of the program is to create a pool of educated and trained people to fill those vacancies. Justin Goodman is the instructor for the program, who came to us from Briggs and Stratton to assist in building this program.

Facilities Report –

- Use of facilities for FY2017 – 19,495 vs 10,298 in FY2016
- Use of facilities year-to-date by external parties are 1173 vs 970 in FY16.
- Use of facilities in July 2017 were 1773 vs 970 in July 2016

Adult Education Report -

- YTD Enrollment FY2017 vs FY2018: FY17 – 72; FY18 – 80; 11.1% increase
- System wide enrollment is down 4.7%: 6,652 vs 6,340
- Retention Rate is currently 67% vs 54% this time last year

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble

1. Plans/Manuals

a. Bookstore Manual

Upon a motion by F. Hill, seconded by M. Anderson, all in favor, none opposed, the Board reviewed and accepted the proposed changes to the plans/manuals as presented.

2. Procedures

- 3.3.2p1. Use of College Vehicles Procedure
- 3.3.4p1. Acceptable Computer & Internet Use Procedure
- 4.1.8p1. Faculty Workload Procedure
- 4.3.3p1. Workplace Violence Procedure
- 5.1.2p1. Class Schedules Procedure
- 5.1.2p3. Work Ethics in the Curriculum Procedure
- 5.1.2p8. Student Course Evaluations Procedure

h. 5.2.1p1. Non-Credit Instruction Training Services Procedure
Upon a motion by B. Jones, seconded by C. Ethridge, all in favor, none opposed, the Board reviewed and accepted the proposed changes to the procedures as presented.

3. SACSCOC Reaffirmation Timeline – Brandy reported that the College has been working toward preparing for reaffirmation. All documents are due March 2018. Off-site visit in August 2018, on-site visit October 2018. The college is also working on the QEP for reaffirmation.

STUDENT AFFAIRS: Carolyn Ethridge

1. Fall Semester Enrollment Update –

- a. Fall Semester 2017 started Monday, August 14, 2017. Enrollment will fluctuate during the few first weeks of class as students are dropped and added from courses. We also have a mini-mester that begins on September 18 called the FlexEd term.
- b. The end of semester enrollment for Fall Semester 2016 was 1905 students. We set an internal goal of 1945, which represents a 2% increase over last year.
- c. The enrollment count before the first day of class was 2149. Many students had their classes canceled for nonpayment, but we are working to reregister them and help them complete their financial aid applications.
- d. We are cautiously optimistic that we will meet our goal for this term and possibly see an increase.

2. **Financial Aid - Kristie Sanders, Director for Financial Aid**, spoke to the Board about the financial aid programs and services offered to the students. The college currently offers Federal and State aid, and the Student Access Loan. The Free Application for Federal Student Aid (FASFA) is required for any student to be eligible to receive financial assistant. The types of aid available are:

- a. Federal Pell Grant
- b. Federal Supplemental Educational Opportunity Grant (FSEOG)
- c. Federal Work Study
- d. Georgia HOPE Scholarship
- e. Georgia HOPE Grant
- f. Student Access Loan (SAL)
- g. Strategic Industries Workforce Development Grant (SIWDG)
- h. Workforce Innovation and Opportunity Act (WIOA)
- i. VA Benefits
- j. Vocational Rehabilitation
- k. Scholarships

TECHNOLOGY & INSTITUTIONAL SUPPORT: Fred Hill/Bobby Jones

TCSG-330 / Plant Operations and Workforce Training Center Project

Of the final four general contractors that were short-listed, three attended the mandatory pre-bid meeting at the college on August 3, 2021. Final bids will be submitted electronically by

2:00 p.m. on August 22, 2017. Each submission will first be reviewed to ensure the multitude of forms and other qualifying documents were included and filled out completely. Assuming proper submission of all required documentation, the contractor who has the lowest bid will be immediately awarded the contract.

The project has a 335-day construction window with an \$800 per day penalty. The first day will be determined by the official “Notice to Proceed” which typically takes about 30 days from the initial award. Construction should be complete in late Fall of 2018.

BIDDING FIRMS	LOCATION
Cooper & Company General Contractors	Cumming
International City Builders	Macon
John E Lavender & Associates	Statesboro

Screven Commercial Truck Driving Range

The college worked with a local firm, EMC Engineering, to fast track an official survey of the property. The survey crew completed the site work on August 1, 2017. By completing the survey separately, the State Properties Commission can begin the process of accepting the land donation from Screven County on behalf of the State of Georgia. While this notoriously slow process is underway, the design process can proceed at the local level. The architectural firm, IPG, has recently worked with TCSG on other commercial truck driving ranges of similar scope and size. Due to the smaller budget of the project (\$860,000) and support of TCSG, IPG can be directly selected for the project’s design, along with EMC Engineering, to assist with the civil work. The college is also capitalizing on IPG’s recent projects to design a small building on the property. This building will have a classroom, office, restroom, storage, and a covered area overlooking the range. The property transfer will determine this project’s construction timeline, but funding is secured and the plan is underway.

Security Camera Installations

In our ongoing safety and security efforts, the college has invested in camera systems for both the Evans and Screven locations. First and foremost, the cameras provide an awareness – which often leads to prevention. The secondary purpose is to provide forensic evidence if there is an event that warrants review. Cameras record all activity but can also be remotely accessed at any time for monitoring purposes – just like those at the main campus. These new cameras bring the college’s total to 103.

Cattails Café – Outdoor Expansion

The construction of the sunshade is complete. The space has been accented with cozy furniture in addition to the standard picnic tables. As the days get shorter, decorative lighting will be added to this project to ensure maximum use of the space. Long-term plans also include fans and cooling misters for the hotter months.

Health Science Building – South\World Class Lab Renovations

The Health Science Building - South was originally constructed in 1997. In previous renovations, the college has updated common areas, restrooms, offices, and some classrooms. Until now, lab spaces have been cost prohibitive due to the size and complexity of those spaces. In 2014, TCSG started an initiative called “World Class Labs”. This project allocated money specifically to update high-demand areas, such as medical programs. Ogeechee Tech submitted a proposal, along with all other colleges, and was awarded \$1.6 million in the project’s final allocation.

The building has adequate mechanical, electrical, and plumbing systems. These renovations will focus on function, finish, and new equipment. These improvements will better reflect the current healthcare environment while providing space for state of the art instructional opportunities. Due to the size and scope of this endeavor, a complete team of architects, engineers, and construction professionals will be selected via the statewide bid process. The process will begin as soon as funds are available – hopefully kicking off this fall.

Occupational Studies Building\Cosmetology Renovations

The Occupational Studies Building at Ogeechee Technical College was built in 2004. Over the past 13 years, the building has been well maintained with some areas having been completely renovated. The Cosmetology Clinic and associated spaces were not previously included and need significant renovation. The need for attention is compounded by the nature of this program: lots of public exposure due to live work activities and providing an inviting, modern instructional environment to attract and retain quality students and faculty. This renovation will address the programmatic needs of these areas, provide fit and finish upgrades, and ensure years of continued success in one of our most popular programs.

PRESIDENT’S REPORT:

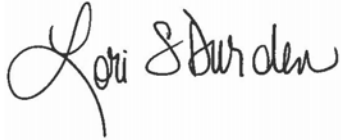
- President Durden reiterated the number of construction and renovation projects that will take place this fiscal year will bring much needed improvements to the college.
- President Durden encouraged everyone to get involved and attend the Gettin’ Groovy event that supports our adult education programs and GED testing fees on November 11, 2017.
- President Durden reported enrollment is down overall across the state. In an effort to achieve our fall term enrollment goal, an internal campaign called Ditch-the-~~dash~~ was developed and implemented to encourage everyone to do his or her part in achieving the goal.
- The Governor has announced the Move On When Ready program name will be changed to Dual Enrollment. No other aspects of the program will change.
- President Durden invited the Board to the Eclipse Party – Monday, August 21, 2:00 – 3:30 p.m. at the pavilion.

CHAIRPERSON’S SUMMARY: Randy thanked the Board for their time and welcomed the new members to the Board of Directors.

ADJOURN: There being no further business at this time the meeting adjourned at 10:06 a.m.

The next meeting of the Local Board of Directors is **September 20, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

September 20, 2017 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Tammi Hall, Fred Hill, Bobby Jones, Randy Mayfield, Dr. Lisa Rogers, Ben Ross, and Yolanda Tremble.

MEMBERS ABSENT: Carolyn Ethridge and Bobby Smith

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Randy Mayfield.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of the August 16, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the September 2017 State Board Meeting, there was no mention of Ogeechee Technical College.

UNFINISHED BUSINESS:

- None

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross

- **Program Highlights**
 - The Agribusiness program was selected to represent OTC at the 2017 Georgia High School Counselor Association's annual meeting in November. Bill Worthington will attend the meeting to promote the program.
 - Construction Management Instructor, Charlie Collins, and students have been working on Habitat for Humanity home #53 in Statesboro. This is part of our Ogeechee on the Go community outreach program.
 - This week is National Surgical Technology week. Our program was recognized by the Georgia State Assembly of AST for going above and beyond to support the profession. Students enjoyed a catered lunch yesterday courtesy of the Georgia State Assembly. Students and faculty will highlight the program today from 11-2 in the JEK lobby.

- The Commercial Truck Driving Program will be participating in Manufacturing Appreciation Day at the new ELK Warehouse in Screven County on October 26th. The faculty will bring a truck and do two presentations to 8th graders.
- As part of their lab, Veterinary Technology students readied Bulloch County Animal Shelter dogs to be transported to a different animal shelter for protection during Hurricane Irma. Students administered the test to make sure they were heartworm negative prior to transport.
- **Terri Crosson, Surgical Technology Program Director/Instructor**
 - Our Surgical Technology Program Director, Terri Crosson, will speak to the Board about her program and opportunities it provides for graduates. There are currently 13 students in the program. The maximum number of students for the program is 15 students. The Surgical Technology program is a competitive admission program.

ADMINISTRATIVE SERVICES: Mark Anderson

July Financial Report*

- July 31, 2017 YTD budgeted revenue/expenses were \$17,024,602. We received \$1,174,829 in revenue and expensed \$1,119,045. The financial report shows a net income of \$55,784.
- July 31, 2017 YTD Total Current Assets - \$2,344,739; Total Assets - \$2,723,461; Total Liabilities/Fund Balances \$2,723,461.
- We received 7% of our anticipated revenue and we expensed 10%.
- We received \$683,960 of our state funds, which is 8% of our anticipated budget of \$8,775,285.
- We received \$0 of our federal funds, which is 0% of our anticipated budget of \$685,987.
- We generated \$470,149 in local funds, which is 6% of our anticipated budget of \$7,542,481.
- We received and expensed approximately \$21K in Trust Funds, HOPE, Pell, SEOG and Private Loans.
- Total revenue received approximately \$1.2M for FY2018.

Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the July 31, 2017 financial report as presented.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report –

- Surgical Technology pinning ceremony held to recognize each of the 12 students for their achievement and to present each of them their Surgical Technology pin.
- Medical Assisting pinning ceremony held to recognize each of the 17 students for their achievement and to present each of them their Medical Assisting pin.
- Medical Assisting students recently performed hearing, vision, and blood pressure screenings, as well as hemoglobin and lead testing at Bulloch County Headstart. Children from Bulloch, Evans, and Screven counties participated in the event.
- Four Bulloch County Correctional Institute inmates recently received their General Education Diplomas, and while they are not the first inmates to do so, the four young men are the first to take part in an official graduation ceremony at the facility. Mayor Jan Moore and Commissioner Roy Thompson took part in the ceremony. Ogeechee Technical College's Samantha Smith and Chief Counselor Tina Beckum presented diplomas to Justin Colbert, Matthew Quinn, Darvin Mancil and Curtis Thrift.

- TCSG has revealed a new logo and marketing campaign. The Board viewed the new TCSG commercial. The marketing campaign is currently running statewide. President Durden reported the Governor allocated \$5M to TCSG to rebrand and promote the technical colleges statewide. The marketing campaign targets students and parents.

Foundation Report –

- Gettin Groovy for Adult Education event raffle tickets are for sale. Tammi challenged each Board member to take a book of tickets to sell or purchase to help raise funds for the Adult Education programs. Raffle tickets are \$10 and is for a 7-day Caribbean Cruise or \$3500 cash value with Burns World Travel.
- Scholarship Banquet is rescheduled for October 10 at Noon in the Oak Room of the Natural Resources Building.
- The Legacy Giving brochure was presented and distributed to the Board members.

ECONOMIC DEVELOPMENT: Dr. Lisa Rogers/Bobby Smith

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 77; Benchmark – 170; 45.29% of benchmark
- FY18 YTD Hours Trained – 11,144; Benchmark – 37,994; 29.31% of benchmark
- The College hosted an Industrial Maintenance Recruitment Fair on August 31 to help fill its fourth cohort of the Fast Track Industrial Maintenance course. The class is scheduled for October 2 – December 21, 2017. While attendance was less than we had hoped, we feel that some very good candidates attended and seven companies participated. It is possible we will receive funding through WIOA for most of the attendees that enroll (approximately 7 of 9). One local industry confirmed that it would place four candidates in the 4th cohort. Therefore, we are hopeful the fourth cohort will be full with 14 when it begins.
- The third Fast Track Industrial Maintenance class graduation is on October 3 at 5:30 p.m. in the Oak Room of the Natural Resources Building. Representative Jon Burns will be the keynote speaker. All Board members are invited to attend.
- Planning is underway for a week of summer camps to be offered through OTC's continuing education division.

Facilities Report –

- Use of facilities year-to-date by external parties are 4,388 vs 2,124 in FY17.
- Facilities revenue year-to-date is \$3,025
- Use of facilities in August 2017 were 2,615 vs 1,154 in August 2016.
- Total Revenue in FY2017 was \$32,574
- Bookings to date for FY2018 will return \$40,827; Goal \$64,000

Adult Education Report -

- YTD Enrollment FY2017 vs FY2018: FY17 –137; FY18 –139; 1.5% increase
- System wide enrollment is even at 15,295 vs 15,298
- Enrollment through September 7, 2017: 180 – 146 of those individuals have met the federal threshold of 12 hours.
- Retention Rate is currently 81% vs. 65% this time last year.
- In the process of starting a Saturday class at the Statesboro Regional Library. More details to come.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble

1. Plans/Manuals
 - a. Retention Plan

b. Enrollment Management Plan

A motion was made by F. Hill; seconded by M. Anderson, all in favor, none opposed, The Board reviewed and accepted the proposed changes to the plans/manuals as presented.

2. Procedures

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

A motion was made by L. Rogers; seconded by B. Jones, all in favor, none opposed, the Board reviewed and accepted the proposed changes to the procedures as presented.

3. QEP Logo – Brandy Taylor revealed the QEP logo and slogan and reviewed what the logo is for and how it will be used throughout campus.

- a. The Mission of the QEP is to enhance student learning by teaching students how to develop educational goals and providing services that will help them achieve these goals.
- b. The Goal of the QEP is to provide students with a clear path to their educational goals and to develop a college-wide approach to advising in order to build a culture of shared responsibility for student completion.

STUDENT AFFAIRS: Carolyn Ethridge – Dr. Ryan Foley reported in Carolyn’s absence

● **Fall Semester 7-day Enrollment Report**

- The 7-day Enrollment Report is data collected for all 22 technical colleges from the system office on a specific day. This day is generally one week after the last college starts classes (varies from term to term).
- As you can see, we have an increase in enrollment of 4.4% over this time last year. This is a total of 84 students. The system enrollment is showing only a 2% increase.
- Since we eliminated federal direct student loans two years ago and coupled with the improved economy, this is the first increase we’ve seen in two years. We are very excited about moving forward and continuing the momentum into Spring Semester.

● **New Hires**

- **Assessment Coordinator** - John Boddie started on Monday, September 18th as our new Assessment Coordinator. Mr. Boddie comes to us from University of North Georgia where he served as the Test Center Administrator. He is responsible for proctoring various academic, distance learning, placement, and other exams for the college. He also serves as the GED testing administrator for OTC.
- **Counseling and Retention Coordinator** - Kristina Brewton begins today, September 20th as our new Counseling and Retention Coordinator. Ms. Brewton comes to us from the Department of Community Supervision where she served as a Mental Health Community Supervision Officer. She has a master’s degree in

professional counseling and is a Licensed Professional Counselor (LPC). She'll be counseling students in the areas of careers, education, and personal planning. She'll also lead our retention efforts on campus.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Fred Hill/Bobby Jones
TCSG-330 / Plant Operations and Workforce Training Center Project

The winning "low-bid" for this project was submitted by International City Builders (ICB) of Macon, Georgia. They were founded in 1990 and have completed similar projects with TCSG, BOR, local governments, and private companies. The company's size, current workload, and recent history all indicate they are a solid performer and will add another high-quality building to our college. All parties involved continue to work toward issuing the Notice to Proceed, which is the official start of the construction phase.

- Only \$113,122 separated the two lowest bidders – a mere 1.45%
- The low bid is \$634,157 under the Stated Cost Limitation(SCL)
- The bid includes all deductive alternates

Screven Commercial Truck Driving Range

During the survey process, there were a couple of questions related to the history of the property and the fate of a couple of existing small structures. The college is working with Screven County Board of Commissioners for clarification and direction. While finalizing the documents needed for the land acquisition process, the final contract for the design and engineering portion has been submitted to TCSG for approval. The project continues to move forward, just not as quickly as hoped.

Health Science Building – South \ World Class Lab Renovations

This project has been funded, but the funds are not available to the college at this time. Due to the size and complexity of this renovation, the project will have to go through the full design/bid/build process, which adds extra time to the project timeline, but required by TCSG regulations.

Occupational Studies Building \ Cosmetology Renovations

The design and engineering services for the Cosmetology renovation project have been awarded to Hussey Gay Bell (HGB). The contract has been accepted by the design firm, the college, and is now at TCSG for final approval. HGB is a large, reputable firm with local ties, having recently opened a branch in Statesboro on Brampton Avenue. They also completed a similar project at Southeastern Technical College in Vidalia which can be used as a prototype.

PRESIDENT'S REPORT:

- President Durden thanked the Board members who attended the Eclipse party. Although the weather did not cooperate and we were not actually able to see the eclipse, there was a very good turnout for the event.
- The college fared very well during Hurricane Irma. Classes were cancelled Monday and Tuesday, faculty/staff returned on Wednesday, and students returned to classes on Thursday. A plan for students to makeup the missed class days has been developed.
- President Durden shared the James Magazine Top Technical Colleges layout with the Board. Ogeechee Tech was listed as the #1 Technical College. Copies of the magazine are available for the Board to take with them.

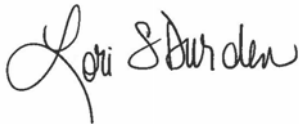
- President Durden announced Randy Mayfield has been transferred to Hinesville with Georgia Power. Randy will be rolling off the Board after the November Board meeting. Fred Hill has accepted to finish out the year as chair of the Board beginning December 1, 2017.

CHAIRPERSON'S SUMMARY: Randy encouraged the Board to continue to share ideas with the College. Although it takes time and effort to put ideas in motion and come to fruition, your ideas are appreciated and valued. Randy expressed his gratitude to the College and the Board, and he has enjoyed working with everyone.

ADJOURN: There being no further business at this time the meeting adjourned at 9:45 a.m.

The next meeting of the Local Board of Directors is **October 18, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom
October 18, 2017 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Fred Hill, Randy Mayfield, Dr. Lisa Rogers, Bobby Smith, and Yolanda Tremble.

MEMBERS ABSENT: Tammi Hall, Bobby Jones, and Ben Ross

STAFF PRESENT: Ryan Foley, Brandy Taylor, Barry Turner, Jan Moore, and Karen Mobley

STAFF ABSENT: Jeff Davis, Lori Durden, and Eyvonne Hart

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

INVOCATION: The invocation was given by Fred Hill.

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

REVIEW OF MINUTES: Upon a motion by F. Hill, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of the September 20, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the October 2017 State Board Meeting, the State Board approved the closure of the Basic Law Enforcement TCC, BL11 effective October 2017.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross – *Dr. Ryan Foley reported in Mr. Ross' absence.*

- **Program Highlights**
 - Jack Norvell, Funeral Service Education instructor at Ogeechee Technical College, recently received the Certified Funeral Service Practitioner (CFSP) designation by the Academy of Professional Funeral Service Practice. A state licensing authority to practice funeral service and perform rigorous, qualifying activities for the professional certification must license applicants. These categories include academic and professional activities, career review, and public education and service. Once certified as a CFSP, the member must earn 2.0 CEUs (20 hours) per year to remain active.
 - Brandi Irby, Opticianry student, won first place in early October at the Opticon College Bowl! Opticon is a national student competition, and although we have placed, we have never won. The win usually flip-flops between two New York schools, so Deborah and Scott are extra proud to have beat them.
- **Capre Mitchell, Echocardiography Instructor** – Capre was unable to attend the meeting today.

- **Program Closures** – Dr. Foley recommended the closure of two programs: Radiology PACS and Neuromuscular Massage Therapist Diploma. Letters of Notification are being sent to SACSCOC this week. Teach-out plans are in place for each program. Due to low enrollment, lack of available jobs, and community need; the College is reallocating resources to other programs with greater need.

A motion to accept the recommendation to close the Radiology PACS program was made by C. Ethridge, seconded by F. Hill, all in favor, none opposed, the Board accepted the recommendation to close the program.

A motion to accept the recommendation to close the Neuromuscular Massage Therapist program was made by M. Anderson, seconded by Y. Tremble, all in favor, none opposed, the Board accepted the recommendation to close the program.

Dr. Foley also reported there are other program closures coming over the next few months for programs that have been inactive for some time. Some of these programs are now incorporated into other degree or diploma programs (e.g. Forensic Science Diploma is now part of Criminal Justice Degree), and some have not had any enrollment for a year or more. The college does not see the need to keep inactive programs on our list of programs any longer.

ADMINISTRATIVE SERVICES: Mark Anderson

August Financial Report*

- August 31, 2017 YTD budgeted revenue/expenses were \$17,317,287.06. We received \$2,971,977 in revenue and expensed \$2,811,385. The financial report shows a net income of \$160,593.
- August 31, 2017 YTD Total Current Assets - \$2,560,873; Total Assets - \$2,834,634; Total Liabilities/Fund Balances \$2,834,634.
- We received 17% of our anticipated revenue and we expensed 19%.
- We received \$1,388,007 of our state funds, which is 16% of our anticipated budget of \$8,775,285.
- We received \$30,093 of our federal funds, which is 4% of our anticipated budget of \$685,987.
- We generated \$1,240,344 in local funds, which is 16% of our anticipated budget of \$7,542,481.
- We have received \$313,534 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the August 31, 2017 financial report as presented.

September Financial Report*

- September 31, 2017 YTD budgeted revenue/expenses were \$20,320,825. We received \$8,064,789 in revenue and expensed \$7,054,489. The financial report shows a net income of \$1,010,300.
- September 31, 2017 YTD Total Current Assets - \$3,394,851; Total Assets – \$3,685,515; Total Liabilities/Fund Balances \$3,685,515.
- We received 40% of our anticipated revenue and we expensed 37%.
- We received \$2,095,528 of our state funds, which is 23% of our anticipated budget of \$9,130,763.

- We received \$65,758 of our federal funds, which is 10% of our anticipated budget of \$685,987.
- We generated \$2,941,909 in local funds, which is 39% of our anticipated budget of \$7,542,481.
- We have received \$2,961,594 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by F. Hill; all in favor; none opposed; the Board reviewed and accepted the September 31, 2017 financial report as presented.

Mark Anderson thanked the college for being a sponsor and supporting the Statesboro-Bulloch County Chamber of Commerce's annual *Celebrate Statesboro* event that was held in the Natural Resources Oak Room on October 12, 2017. The Chamber appreciates the support.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report –

- The Welding and Joining Technology Program at Ogeechee Technical College was recently visited by Michael Joiner and Alex Cook of the SESOLINC group. SESOLINC is a unique, local manufacturer of deployable solutions for the military. Their mission is to increase operational readiness, capability, and versatility via scalable expeditionary solutions. Some applications of the containers are weapons storage, battery charging systems, armour rooms, and command systems.

Joiner and Cook spoke to the students about the company, their product development, and recruitment. Students were given an opportunity to ask questions at the conclusion of the presentation, then explored one of the company's military containers. The company employs graduates of OTC's Welding and Joining Technology Program, including Cook, who is also an adjunct instructor for the OTC program.

- The Surgical Technology Program at Ogeechee Technical College recently celebrated National Surgical Technologists Week. Founded to raise awareness of the role of the surgical technologist/certified surgical technologist, and the intense training it takes to enter the field, programs across the country participate in events during this week held in September.
- Local law enforcement officers raced against one another for bragging rights as the "Fastest in Bulloch County," and all the funds raised by each team will assist victims and local organizations that were impacted by the storm in Georgia and Florida.
- Thacker Caskets recently "paid it forward" to the next generation of funeral directors by donating a casket to the Funeral Services program at Ogeechee Technical College. The casket will be used to teach and educate Ogeechee's mortuary science students on casket components as well as the value features of burial caskets.

Foundation Report -

- Turner recently accepted a check for \$4,000 that will be part of the endowment the Kiwanis Club is establishing for scholarships.
- The Ground Breaking for the Plant Operations and Workforce Training Center is on November 15 at 10:00 a.m. at the construction site. Formal invitations will be mailed.
- Gettin Groovy for Adult Education event is November 11, 2017. Please continue to promote the event.

ECONOMIC DEVELOPMENT: Dr. Lisa Rogers/Bobby Smith

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 91; Benchmark – 170; 53%

- FY18 YTD Hours Trained – 13,421; Benchmark – 37,994; 35%
- The forth cohort of the Fast Track Industrial Maintenance program is in session. The next cohort begins March 4, 2018.
- Heartsaver certification cards through the American Heart Association have increased from \$2.95 each to \$17.00 each. We expect the price increase to affect our training numbers.
- Screven County Manufacturing Day is October 26, 2017. Ogeechee Tech will be participating with the CDL and Industrial Maintenance programs.
- Bobby Smith thanked Jan Moore and President Durden for attending the ELK grand opening in Screven County. He also congratulated Bobby Jones for being recognized as one of Georgia's Faces of Manufacturing.

Facilities Report –

- Use of facilities year-to-date by external parties are 6136 vs 2847 in FY17.
- Use of facilities in September 2017 were 1748 vs 723 in September 2016.

Adult Education Report -

- YTD Enrollment FY2018: 275 of 654; 42% of Goal
- Adult Ed classes will begin at the Statesboro Regional Library in January 2018.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble

- **Plans/Manuals**
 - Marketing/Community Relations Plan
 - Dual Enrollment Faculty Guide
 - Faculty Handbook
 - Library Services Plan
 - Student Affairs Annual Plan

A motion was made by F. Hill; seconded by C. Ethridge, all in favor, none opposed, The Board reviewed and accepted the proposed changes to the plans/manuals as presented.

- **Procedures**
 - 3.4.1p. Employee Access to Facilities Procedure
 - 6.2.1p1. Learning Support Procedure
 - 6.6.4p2. Attendance Procedure

A motion was made by L. Rogers, seconded by B. Smith, all in favor, none opposed, the Board reviewed and accepted the proposed changes to the procedures as presented.

STUDENT AFFAIRS: Carolyn Ethridge

- **Graduates and Awards Conferred/Placement Rates –**
 - Graduates and Awards Conferred
 - This report lists the number of unduplicated graduates and the total number of awards conferred to the graduates by institution. It also compares the current year with the previous year.
 - We had an increase in the number of graduates by 0.2% compared to the previous year. We increased the number of awards conferred, which is a duplicated number, by 3.3% compared to the previous year.
 - Placement Information
 - This report lists the placed-in-field and total placement rates by college for AY 2017 reporting year. Students who graduated in AY 2016 are tracked for one year to determine the placement rates.

- The College currently has a 90% placed-in-field rate. This is well above the system average of 87.4%. Our total placement rate is 98.6%. The system average is 99.2%.
 - The different columns on the report indicate the different categories students are placed in based on their status.
- **Annual Security Report –**
 - The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The United States Department of Education monitors compliance. By October 1 of each year, all institutions must publish and distribute their annual campus safety report.
 - OTC's report has been submitted and we are proud to report that we have no major incidents to report.
- **Student Activities** - These are just a few of the activities planned for Fall Semester:
 - October – Disability Awareness Month. Activities are planned all month to celebrate diversity, awareness, and empowerment for people with differing abilities. Students can learn about different types of disabilities & play games for prizes.
 - October 24 – OTC Game Day: Keep calm and blame it on the game. Games, snacks, and tips for studying and time management.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Fred Hill/Bobby Jones

TCSG-330 / Plant Operations and Workforce Training Center Project - October 16 marks the beginning of visible work on the site. The general contractor has provided a list of subcontractors slated for the project.

Screven Commercial Truck Driving Range - The final survey is complete and the land acquisition process is moving forward. The current phase involves an environmental and historical review of the property to ensure the college will not be met with any hidden conditions.

Health Science Building – South \ World Class Lab Renovations

The college has been given the approval to move forward with the design phase of the Health Science Building – South lab renovations. We are working with the firm who designed and will oversee the Plant Operations and Workforce Training project. Since this firm will be performing regular visits and inspections in the area, we hope to capitalize on this situation to negotiate reduced design and administrative fees.

Occupational Studies Building \ Cosmetology Renovations

The design firm, Hussey Gay Bell, is working with the college to establish overall goals before moving into the specifics of the project. Representation from all areas is included in the discussion to minimize scheduling impacts while maximizing results.

Evans Technical Education Complex \ Maintenance Shop Expansion

The 1,750 square foot expansion of the Maintenance Shop has received final approval. This \$55,000 investment will provide needed space and resources to support heavy equipment repair and maintenance.

PRESIDENT'S REPORT: *Dr. Ryan Foley reported in President Durden's absence.*

- Dr. Foley reported President Durden is currently in Texas serving on the on-site committee for the reaffirmation of Western Texas College. Dr. Foley and

Brandy Taylor talked about the SACSCOC reaffirmation process, the importance of President Durden serving on the committee, and the valuable insight that is gained by serving on accreditation site visits.

CHAIRPERSON'S SUMMARY: Randy thanked everyone for coming today and thanked the executive team for all they do for the college. We missed the Board members that were not able to attend the meeting today.

ADJOURN: There being no further business at this time the meeting adjourned at 9:49 a.m.

The next meeting of the Local Board of Directors is **October 18, 2017** at 8:30 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

Dr. Ryan Foley

Dr. Ryan Foley for
Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

November 15, 2017 | 8:30 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Fred Hill, Bobby Jones, Randy Mayfield, Bobby Smith, and Yolanda Tremble.

MEMBERS ABSENT: Tammi Hall and Ben Ross

STAFF PRESENT: Jeff Davis, Lori Durden, Eyvonne Hart, Ryan Foley, Barry Turner, Jan Moore, and Karen Mobley

STAFF ABSENT: Brandy Taylor and Barry Turner

CALL TO ORDER: Pursuant to the date and location stated above, Randy Mayfield, Chair, called the meeting to order at 8:35 a.m.

INVOCATION: The invocation was given by Fred Hill.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by F. Hill; all in favor; none opposed; the Board accepted the minutes of the October 18, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the November 7, 2017 State Board meeting, the State Board approved the request for approval on the acquisition of 5.208 acres of unimproved land located on Rocky Ford Road, Sylvania (Screven County), GA, from the Screven County Board of Commissioners, for the consideration of \$10.00, as the site for the TCSG-346 Truck Driving Range. (Page 15)

Randy announced that Dr. Lisa Rogers has submitted her resignation from the Board of Directors and shared her letter of resignation with the Board.

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board accepted Dr. Rogers' resignation.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross – *Dr. Ryan Foley reported in Mr. Ross' absence.*

- **Program Highlights**
 - Terry Hand, Computer Information Systems Instructor, represented Ogeechee Technical College as Technical College Instructors from throughout Georgia gathered for the 4th annual Georgia Master Teacher Experience. The event, held in Thomasville at Southern Regional Technical College (SRTC) the week of October 22-26, is designed to bring together teachers from the Technical College

System of Georgia (TCSG) for an intensive week of focus on instructional innovations, motivational techniques, situational problem-solving, contextual learning, and information exchange. The Georgia Master Teacher event is designed as an experiential learning event developed by teachers for teachers.

- Our Commercial Truck Driving Instructors have taken the required training to become certified CDL testing instructors through DDS. In addition, the Hagan Driving Range has been certified as a third-party CDL test site. This will allow our students to test on-site versus driving to Brunswick to be tested. We will also generate revenue that will be reinvested into the CTD program and help offset some of the maintenance fees. We are working to finalize plans to open the testing up to the public as well.
- **New Advisory Committee Members*** (*Attached*)
A motion to accept the new advisory committee members was made by Y. Tremble, seconded by B. Jones; all in favor, none opposed, the Board accepted the new advisory committee members as presented.
- **Norm Threatt, Electrical Systems Technology**
 - Our Electrical Systems Technology Program Director, Norm Threatt, spoke to the Board about his program and opportunities it provides for students and graduates. The students in the program are currently working with Habitat for Humanity installing electrical systems in the Habitat homes.

ADMINISTRATIVE SERVICES: Mark Anderson

- **FY2017 Management Report** – On October 24, 2017, the Department of Audits and Accounts Education Audit Division finalized their examination of Ogeechee Tech's financial statements for fiscal year ending June 30, 2017. Upon completion of the audit, there were no findings or management comments for the full audit.

COLLEGE ADVANCEMENT:

PR Report –

- **Programs participate in Gala** - The Echocardiography, Diagnostic Medical Sonography (DMS), Emergency Medical Technology (EMT), Neuromuscular Massage Therapy and the Culinary Arts programs at Ogeechee Technical College recently coordinated and participated in the annual Socks For Courtney Gala. The Gala was held on the Ogeechee Tech campus in the Natural Resources Building.
- **Veterinary Technology holds Open House** - The Veterinary Technology program at Ogeechee Technology College recently held an Open House in celebration of National Veterinary Technician's Week. More than 120 people were in attendance for the event, including potential students, alumni, family and friends. Held in the Veterinary Technology lab, Open House gave program faculty and students an opportunity to highlight the program and allow others to tour the facility.
- **Habitat House Work Continues** - Students from the Electrical Systems Technology program at Ogeechee Technical College are pictured above at Habitat House #53. The students, under the direction of Norm Threatt and Robert Morrison, along with Construction Management Technology students, under the direction of Charlie Collins, recently volunteered during the construction of the latest house. Habitat for Humanity of Bulloch County is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating, and preserving homes. Habitat was founded on the

conviction that every man, woman and child should have a simple, durable place to live in dignity and safety.

- **The Wall that Heals** - The Wall arrived on Wednesday, Oct. 18, in a formal ceremony that involved the local community, veterans and family members of service members. The convoy started at Ogeechee Technical College in Statesboro at 10 a.m. The Wall, escorted by motorcycles and Corvettes, arrived in town and circled through the campuses of Metter High and Metter PreK-8, to the flag waving and excitement of Candler County students. The Wall was set up and open for visitors by 5 p.m. Wednesday. On Thursday, the formal opening ceremony was held. The ceremony included a Welcome to Veterans by Metter's own Dixie Odom, a retired master sergeant from the U.S. Air Force and a Vietnam veteran.
- **Ogeechee Tech holds Constitution Day** - The Office of Student Affairs Ogeechee Technical College recently held a Constitution Day at the College to encourage students to register to vote. Dean of Students, Brandi Helton, said, "This is such a great way to make our students aware of voter registration, and help them actually complete the process. Voting is an important right and it's imperative that our students understand that they should be vested in the election process."
- **Pink Out 2017** - Faculty and staff at Ogeechee Technical College are pictured above showing support for Breast Cancer Awareness month. Promotional items and informational materials were available for students, faculty, and staff. Breast Cancer Awareness month is observed in October every year to raise awareness of breast cancer risks and promote the importance of screening, treatment, and early detection.

Foundation Report -

- **Scholarship Banquet** - The Ogeechee Technical College Foundation recently held its annual scholarship luncheon on the main campus of the College. Forty students were recognized at the banquet for their academic achievement. The event was attended by benefactors, students, faculty, scholarship selection committee members, and guests of the students.
- **Workforce Training & Plan Operations Building Groundbreaking** – Immediately following today's Board meeting at the building site.

ECONOMIC DEVELOPMENT: Bobby Smith

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 103; Benchmark – 170 (60.59%)
- FY18 YTD Hours Trained – 19,949; Benchmark – 37,994 (52.51%)
- Three of our industry partners (Viracon, Koyo, and Briggs & Stratton) contribute a total of \$26,000 to the Foundation for the annual Amatrol E-learning software lease February 2018 - February 2019. The lease is the curriculum for our Amatrol workforce development lab.
- We are in the process of transferring the American Heart Association training site status of St. Joseph's Candler Health System from Savannah Technical College to Ogeechee Technical College. We are expecting a noticeable increase in American Heart contract training revenue.
- Great Dane held a Job Fair yesterday in the Natural Resources building for 40 available jobs. Approximately 300 people attended. Upcoming job fairs in November include Ace Electric and GA Dept. of Corrections.

Facilities Report –

- Use of facilities year-to-date by external parties are 10,998 vs. 5029 in FY17.

- Use of facilities in October 2017 were 4862 vs. 2182 in October 2016.
- Facility rental requests have increased significantly. We are now receiving 2 to 3 inquiries a day regarding the rental of our facilities, a substantial increase from July 2017. We have booked weddings for 2018 and 2019.
 - Total Revenue for FY2017: \$32,574
 - Projected Bookings for FY2018: \$51,748
 - Goal for FY2018: \$60,000

Adult Education Report -

- YTD Enrollment FY2018: 280 – 215 of those individuals have met the federal threshold of 12 hours.
- Retention rate is 77% as opposed to 68% this time last year.
- Level Completions – 78
- Total Attendance Hours – 10,235

Jan shared the potential opportunity for Ogeechee Tech to become a robotic training site. More information to come on this as it develops.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble

- **Plans/Manuals**
 - Faculty Credentials Review Manual
 - Academic Advising Handbook

A motion was made by F. Hill; seconded by B. Jones, all in favor, none opposed, The Board reviewed and accepted the proposed changes to the plans/manuals as presented.

- **Procedures**
 - 2.3.2p1. Public Complaint Procedure
 - 3.2.1p. Intellectual Property Procedure
 - 5.1.2p4. Library Materials Selection Procedure

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

STUDENT AFFAIRS: Carolyn Ethridge

- **Fall Family Fun Night @ The Clubhouse**
 - Student Activities hosted a Fall Family Fun Night at The Clubhouse in Statesboro on November 6th. The event was open to students, faculty, staff, and their families. All activities were free for all to participate in and pizza and drinks were provided. Some of the activities included laser tag, arcade games, bocce, bowling, batting cages, go-carts, and mini-golf. All that attended had a great time.
- **Veteran's Day Luncheon**
 - A Veterans Appreciation Barbecue was held on November 7th from 12 - 2 pm in the Oak Room of the Natural Resources Building. All staff and student veterans were invited to attend the event, which included a program and lunch. We had a great turnout and the students were very appreciative of the recognition.

- In addition, American Flags were placed around the traffic circle in front of the Health Science North Building for each of our current students and staff members who are veterans.
- **Market Day at Ogeechee Tech**
 - Student Support Services hosted a Market Day on November 8th from 11:00 am to 1:00 pm in the Occupational Studies Building. The event hosted vendors and resources from around our community and allowed students to browse the available services/resources that could help them be successful in school, work, and as a member of the community. This was the first year hosting an event like this and we look forward to expanding it in the future.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Fred Hill/Bobby Jones

- **TCSG-330 / Plant Operations and Workforce Training Center Project**
The building site has been cleared and initial grading, including the detention pond, has been completed. This will reduce the impact of potential rains influencing the schedule. Additionally, the building's footprint has been identified and the ground compacted in preparation for the concrete footers.
- **Screven Commercial Truck Driving Range**
The second round of site certification is complete and the property transfer is pending final approval. Since the property lines are clearly defined, the college has been given permission to proceed with the design process. The design kick-off meeting is November 15th. The architects and engineers are tasked with prioritizing the needs and wants of faculty and staff while working within the project's fixed budget.
- **Occupational Studies Building \ Cosmetology Renovations**
The design kick-off meeting for this project was held on October 16th. Great participation from all areas resulted in a long, detailed list of needs and wants. Since this meeting, there have been multiple visits to review existing conditions. As always, early planning and prioritization is key to staying within the budget while getting results that work for everyone.
- **Evans Technical Education Complex \ Maintenance Shop Expansion**
The purchase order has been issued for this project. The contractor is working to schedule material delivery so a construction start date can be determined.
- **Main Campus \ Exterior Renovation**
The college was fortunate to get approval to repaint the trim on all the older buildings on teal color and others are in various states of fading and/or peeling. The project is underway and is already making a big difference cosmetically while providing additional protection.

PRESIDENT'S REPORT:

- College of the Year criteria was changed at the end of the year last year to take effect this year. The new criteria and calculations for 2017 COY have been finalized. There are several criteria that were added that there is no opportunity for the small, rural colleges to obtain. The College's final calculation for 2017 is 8 out of 39 total obtainable points.
- Holiday Schedule:
 - Thanksgiving Lunch & Tree Lighting – Thursday, November 16, 12:00 – 1:30 p.m. in the Natural Resources Building
 - Campus Closed November 23-24 for Thanksgiving

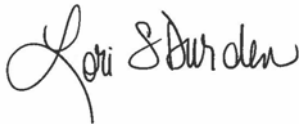
- Holiday Party – Wednesday, December 6 on Cattails Café Patio, 5:00 – 7:00 p.m. Campus will close at 5:00 p.m. to allow all employees the opportunity to attend.
- Holiday Break – December 25 – January 1; Campus re-opens on Jan. 2, 2018
- Next Board meeting is February 21, 2018
- President Durden recognized Randy Mayfield for his 7 years of dedicated service to the Local Board of Directors. Randy is unable to complete his third term on the Board as he has been transferred with his job at Georgia Power. Fred Hill will serve as the Board Chair for the remainder of this fiscal year.

CHAIRPERSON'S SUMMARY: Randy encouraged the Board to continue to seek ways to improve the counties you serve and what the College can do to help.

ADJOURN: There being no further business at this time the meeting adjourned at 9:20 a.m.

The next meeting of the Local Board of Directors is **February 21, 2018** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

February 21, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Caughey Hearn, Bobby Jones, Ben Ross, and Bobby Smith

STAFF PRESENT: Jeff Davis, Lori Durden, Eyvonne Hart, Brandy Taylor, Barry Turner, Jan Moore, and Karen Mobley

STAFF ABSENT: Dr. Ryan Foley

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

INVOCATION: The invocation was given by Mark Anderson.

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 Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of the November 15, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the January 2018 State Board meeting, the State Board approved the Board appointments of Caughey Hearn and Dr. Barbara Golden as replacements for Randy Mayfield and Dr. Lisa Rogers respectively.
- Dr. Golden introduced herself. Barbara has served as a State GOAL judge for several years. She is former principle in Bulloch county and was with PAGE organization in Atlanta for many years. Barbara started the Career Academy at South Eastern Tech. She is a great supporter of the Technical College System of Georgia. Barbara has three daughters and five grandchildren.
- Caughey Hearn was unable to attend today. His son is having knee surgery this morning.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross/Dr. Barbara Golden – Brandy Taylor reported in Ryan's absence.

- **New Faculty Members**
 - Rashunda Bell, Pharmacy Technology Instructor/Program Director
 - Rebecca Ward, Health Science Core Instructor
 - Heather Reddick, Paramedicine Instructor
 - Felicia Barefoot, Nurse Aide Instructor

- Felicia was our Health Science Core instructor and transitioned into the Nurse Aide Instructor when the position became vacant in December.
 - Neal Owens – Dean for Academic Affairs
 - Dean Owens transitioned from being the Criminal Justice Instructor to the Dean’s position to fill a vacancy in February.
- **Program Highlights**
 - Dual Enrollment student Alexis Cribb was profiled in the Statesboro Herald for her decision to pursue higher education at OTC. Alexis was the Statesboro High School class valedictorian and is a student in our Echocardiography program.
 - Twelve Radiologic Technology students graduated in December, and all twelve have passed the ARRT certification exam. As of now, 11 of the 12 are employed.
 - Jan Martin has been asked to present at a national student/educator conference in Atlanta in March.
 - Opticianry student and GOAL finalist, Brandi Irby, was sponsored by the Opticians Association of America to attend the OAA Leadership conference in February. Brandi was also invited to attend the Transitions Academy in Orlando and was asked to be a Student Ambassador for Transitions.
 - Deborah DeLoach and Opticianry students will be joining the Opticians Association of Georgia at the State Capital on February 20 for a glasses tune-up event.
 - Student Michael Danis, Funeral Services Education student, was awarded the Second-Career Scholarship from the Selected Independent Funeral Homes’ Educational Trust in the amount of \$1,500. Michael worked in the hospitality industry for 20 years before making a career change to Funeral Services. He is currently employed at Gamble Funeral Service in Savannah, GA.
- **Jim Riner, Commercial Truck Driving Instructor**
 - Our Commercial Truck Driving Program Coordinator, Jim Riner, will speak to the Board about his program and opportunities it provides for graduates. Jim reported the program has a 98% success rate in job placement and 99% graduation rate. Program enrollment is up this semester, currently at 28 students.
 - Jim has brought the newest edition to the Commercial Truck Driving Fleet and has parked it in the front of the JEK building. The new truck was purchased with the help from the Ogeechee Tech Foundation and a USDA grant.

ADMINISTRATIVE SERVICES: Mark Anderson

October Financial Report*

- October 31, 2017 YTD budgeted revenue/expenses were \$20,552,962. We received \$9,351,893 in revenue and expensed \$8,579,684. The financial report shows a net income of \$772,209.
- October 31, 2017 YTD Total Current Assets - \$3,141,859; Total Assets - \$3,427,135; Total Liabilities/Fund Balances \$3,427,135.
- We received 46% of our anticipated revenue and we expensed 44%.
- We received \$2,819,956 of our state funds, which is 31% of our anticipated budget of \$9,130,763.
- We received \$99,477 of our federal funds, which is 15% of our anticipated budget of \$685,987.
- We generated \$3,238,728 in local funds, which is 43% of our anticipated budget of \$7,542,481.

- We have received \$3,193,731 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the October 31, 2017 financial report as presented.

November Financial Report*

- November 30, 2017 YTD budgeted revenue/expenses were \$20,567,293. We received \$10,224,256 in revenue and expensed \$9,959,573. The financial report shows a net income of \$264,683.
- November 30, 2017 YTD Total Current Assets - \$2,520,956; Total Assets - \$2,915,709; Total Liabilities/Fund Balances \$2,915,709.
- We received 50% of our anticipated revenue and we expensed 51%.
- We received \$3,542,754 of our state funds, which is 39% of our anticipated budget of \$9,130,763.
- We received \$138,013 of our federal funds, which is 20% of our anticipated budget of \$685,987.
- We generated \$3,335,426 in local funds, which is 44% of our anticipated budget of \$7,542,481.
- We have received \$3,208,063 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the November 30, 2017 financial report as presented.

December Financial Report*

- December 31, 2017 YTD budgeted revenue/expenses were \$20,700,213. We received \$11,295,032 in revenue and expensed \$11,507,901. The financial report shows a net loss of **(\$212,869)**. The net loss was due to two things: 1) on December 14, 2017, the College purchased CDL Truck for \$115,000. The College will receive fund reimbursement from the USDA Grant awarded to the College on July 20, 2017 for \$99,999. The remaining balance \$15,001 will be paid to the College by the Ogeechee Tech Foundation, and 2) expenses increased slightly due to spring semester preparation.
- December 31, 2017 YTD Total Current Assets - \$2,022,900; Total Assets - \$2,441,518; Total Liabilities/Fund Balances \$2,441,518.
- We received 55% of our anticipated revenue and we expensed 58%.
- We received \$4,259,886 of our state funds, which is 47% of our anticipated budget of \$9,133,526.
- We received \$179,930 of our federal funds, which is 26% of our anticipated budget of \$685,987.
- We generated \$3,516,997 in local funds, which is 47% of our anticipated budget of \$7,542,481.
- We have received \$3,338,219 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the December 31, 2017 financial report as presented.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report – Press releases were shared on the following stories:

- Valedictorian makes technical education her first choice
- Woodie wins GOAL
- Taylor Riner named EAGLE delegate
- Ogeechee Tech employees and students honor Dr. King
- Industrial Maintenance program visits Statesboro High

- 2018 Employee Appreciation Award Winners

Foundation Report -

- iGot Dates –
 - February 22 – Sylvania Rotary, 12:30 p.m., R&D's
 - February 27 – Screven County Kick-off, 8:30 a.m., R&D's
 - March 8 – Internal Kick-off, 8:00 a.m., River Room
 - March 15 – Downtown Rotary, 7:00 a.m., RJ's
 - March 15 – Kiwanis, 12:00 p.m., Fairgrounds
 - March 19 – Rotary, 12:30 p.m., FHCC
 - March 20 – Bulloch County Kick-off, 8:00 a.m., Oak Room
 - March 20 – Evans County Kick-off, 12:00 p.m., Location TBD
 - March 22 – Reveal Celebration, 4:00 p.m., CVB
- Strickland Building Naming Ceremony – March 29, 11:00 a.m., Hagan

ECONOMIC DEVELOPMENT: Bobby Smith/Caughey Hearn

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 12; Benchmark – 170
 - Reporting requirements have changed which have decreased the number of companies and hours trained.
- FY18 YTD Hours Trained – 1561; Benchmark – 37,994
- The Industrial Maintenance Fast Track program has finished its first year and it was able to pay for itself.
- Justin Goodman is attending training classes to become a certified FANUC robotics trainer. FANUC is the world leader in robotics, CNC systems and factory automation. We are currently in the process of purchasing the necessary equipment from FANUC for the new Plant Operations and Workforce Training Center to become a certified training facility. Once Justin has completed all required training, Ogeechee Technical College will be the only certified training site in the region.
- A High School Senior Job Fare is in development to target the High Demand Career Initiative programs. A grant will pay for advertising and transportation costs will be eligible for underwriting with the Boards of Education.

Facilities Report –

- Use of facilities year-to-date by external parties are 18,164 vs 7983 in FY17.
- Use of facilities in January 2018 were 1072 vs. 1479 in January 2017.
- Katie Byers is returning from maternity leave next week.

Adult Education Report -

- YTD Enrollment FY2018: 282 of 654; 43% of Goal
- Level Completions – 118; 41.8%
- GED Completions – 21
- March 19 -22 program audit
- Marketing the GED program through an outreach opportunity with manufacturers who have an applicant pool without their GED. This outreach program is being piloted with Briggs & Stratton. When Briggs & Stratton receive applications from individuals without a high school diploma or GED, they will provide the name and mailing address to the OTC Adult Education program for them to mail those individuals a post card informing them of our GED program and our partnership with local industry.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble

- **Plans/Manuals/Handbooks**
 - Employee Handbook
 - Facilities Maintenance Plan
 - Warranty Claim Procedures Manual

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

- **Procedures**
 - 1.1p. Development, Approval and Review of Local Procedures
 - 1.1pa2. Local Procedure Format
 - 3.1.12p1. Cooperative Nonprofit Organizations Procedure
 - 3.1.12p2. Foundation Procedure
 - 3.3.4p5. Laptop Computer Use Procedure
 - 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure - *New*
 - 6.2.1p4. Student Assessment Procedure
 - 6.4.1p1. College Catalogs - *New*

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

STUDENT AFFAIRS: Carolyn Ethridge

- **Spring Semester 2018 Enrollment – 7-Day Report**
 - Additional students have registered since the report was published and we currently have 1937 students registered for spring semester. This is an increase of approximately 2% over Spring Semester 2017. TCSG has a system-wide increase of 2.2%. We are very excited to show a positive increase in enrollment.
- **GOAL & Rick Perkins Award**
 - This year's GOAL and RPA winners, Robert Woodie (Radiology PACS/Networking Specialist) and Terry Hand (Computer Information Systems Instructor), travel to the regional competition in Warner Robins, Georgia on February 27 to compete for one of the slots in the State competition. Robert and Terry will then receive an all-expense-paid trip to Atlanta in April where they will find out if they are finalists. If they are chosen as finalists, they will compete against other finalists for the State title. A panel of leaders from business, industry, and government sectors will interview them to choose the state's 2018 GOAL and Rick Perkins Award winners.
- **Student Activities**
 - Black History Month was celebrated with weekly trivia and prizes, information tables, and an Overcoming Adversity session with a special message from Statesboro's first African American Mayor, Johnathon McCollar.
 - Mid-term madness – art de-stress event was hosted by the Counseling department. The event provided information on managing stress and test anxiety, learning styles, and test taking strategies. Students were provided various art supplies to help them relive their stress.
 - Career Services hosted its annual Dining Etiquette Luncheon on February 14. The luncheon provided students and alumni the opportunity to experience a five-course meal while learning proper dining etiquette.

- **2018 Spring Commencement**
 - May 10, 7:00 p.m., Hanner Field House. Governor Deal is the commencement speaker. Please let Karen Mobley know if you plan to attend. The reserved seating section is located next to the graduates.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Fred Hill/Bobby Jones

- **TCSG-330 / Plant Operations and Workforce Training Center Project** - This project is moving along smoothly and on schedule. We have used a few “weather days” but overall the schedule still puts us in the building in late 2018 with enough time to prepare for classes to start in January 2019.
- **Screven Commercial Truck Driving Range** - We continue to work simultaneously on the land transfer and design of the new facility. We have a preliminary design and hope cost estimates come within budget. One way to ensure we maximize our funding is through deductive alternates. On the drawings below, there are some portions that are drawn with dotted lines and lightly shaded. These portions are needed, but not essential, and will be quoted separately. Their inclusion depends on the cost of the essential portions and are added as budget allows. Once we are within budget and have a land title, we will be ready to go to bid, ideally in time for a classes to utilize the new range in the Fall.
- **Occupational Studies Building \ Cosmetology Renovations** - The design has been completed and a set of construction documents is being prepared for bid. Initial cost estimates are promising. As with any renovation, time and coordination are going to be critical in order to minimize impact to our mission. The expected construction window is late summer/early fall.
- **Health Science Building - South \ World Class Lab Renovations** - This renovation project is in the third phase of a three-phase project benefitting one of our most utilized buildings. It addresses many of the college’s health science programs equipment needs but also includes \$1,000,000 to improve classrooms and lab spaces. At a minimum, every space will get new flooring, a fresh coat of paint, and upgraded lighting. Some spaces will receive more extensive renovations to maximize the use of the existing square footage. The design process is well underway, with hopes of a late summer / fall construction window.

PRESIDENT’S REPORT:

- Legislative session –
 - Furniture, Fixtures, and Equipment (FFE) funds are in the FY19 Governor’s budget.
 - Funds for four mobile welding labs are also in the FY19 budget for use by the Technical College System. The mobile labs will be shared between the technical colleges regionally.
 - A proposal by the Rural Development Council to move CTAE to the Technical College System is being reviewed. This bill has lost some momentum and may not pass. The intent is to align career pathways with the programs offered by the Technical College System. Dr. Barbara Golden mentioned this is not the first time this topic has been discussed.
- Enrollment increased by 2% for spring semester at the 7-day reporting period. Fall semester was up 4%. Spring may see another slight increase with the start of our FlexEd term.

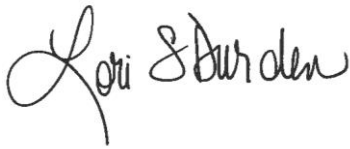
- OTC night at GSU Baseball - April 4, 2018, 6:00 p.m. This is an employee and student activity. All Board members are invited to attend.
- iGot campaign – Several Board members have received a list of pre-calls to reach out to area businesses and individuals to campaign for annual contributions. The Bulloch County campaign kick-off is March 20, 8:00 a.m. The day will begin with a breakfast in the Natural Resources Building Oak Room. Contributions can be dropped off at the Convention and Visitors Bureau (CVB) throughout the day. The reveal celebration will take place at the CVB at 4:00 p.m. on March 22.
- President Durden thanked Dr. Golden for agreeing to serve on the Local Board, and thanked all of the Board members for their service.

CHAIRPERSON'S SUMMARY: Fred stated we are off to a great 2018 and thanked everyone for attending.

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

The next meeting of the Local Board of Directors is **March 21, 2018** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori S. Durden". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
March 21, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Yolanda Tremble

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Bobby Jones.

OATH OF OFFICE: Judge Michael Muldrew swore in the two new Board members of the Local Board of Directors for Ogeechee Technical College, Dr. Barbara Golden and Caughey Hearn.

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

REVIEW OF MINUTES: Upon a motion by B. Ross, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of the February 21, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the March 2, 2018 State Board meeting, the following requests were approved:

- **Real Estate Transaction** - Ogeechee Technical College requests approval on the execution of renegotiated rental agreement #7803 with the Screven County Board of Commissioners, covering 7,016 square feet of classrooms with faculty offices located at 107 South Community Drive, Sylvania, GA, for the period beginning July 1, 2017, and terminating June 30, 2018, at the rental rate of \$1.00 per annum, with option to renew for 5 consecutive one year periods at the same rental rate.
- **Expenditure Request** - Certified FANUC Fenceless Training System from Technical Training Aids for main campus; cost \$334,020.00. OTC is requesting the purchase of this equipment to become a FANUC Authorized Satellite Training (FAST) location. Bond funding is available for this expenditure.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross/Dr. Barbara Golden

New Program Requests* -

- Contact Lens Specialist TCC (CL51)
- Eyewear Dispensing Specialist TCC (EDS1)
- Optical Laboratory Technician TCC (OLT1)

- Wildlife Management Assistant TCC (WP11)

Upon a motion by B. Jones, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the New Program Requests.

Program Highlights -

- Deborah Deloach and Opticianry students joined the Opticians Associations of Georgia at the State capital on February 20, 2018 for a glasses tune-up event.
- Jennifer R? addressed the Business Management program and spoke about branding as a company and individual.

Joshua Kaiser, Paramedicine Instructor/Program Director, spoke about the program and the benefits it offers our students. There are currently three full-time instructors. There are three levels of the program: EMT, Advanced EMT, and Paramedicine. The program is currently going through the accreditation process and will have an on-site review next year.

- Ambulance Simulator – This is a built-to-spec box of the ambulance for training purposes. Dr. Foley invited the Board to view the simulator following the meeting.

ADMINISTRATIVE SERVICES: Mark Anderson

January Financial Report*

- January 31, 2018 YTD budgeted revenue/expenses were \$22,745,321. We received \$16,332,298 in revenue and expensed \$15,771,181. The financial report shows a net income of \$561,116.
- January 31, 2018 YTD Total Current Assets - \$2,999,011.91; Total Assets - \$3,236,551.75; Total Liabilities/Fund Balances \$3,236,551.75.
- We received 72% of our anticipated revenue and we expensed 71%.
- We received \$5,027,147 of our state funds, which is 55% of our anticipated budget of \$9,133,526.
- We received \$272,496 of our federal funds, which is 40% of our anticipated budget of \$685,987.
- We generated \$5,649,328 in local funds, which is 75% of our anticipated budget of \$7,542,481.
- We have received \$5,383,327 in Hope, Pell, and SEOG funds.

Upon a motion by M. Anderson, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the January 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report –

- Briggs Gets Quick Start for New Hires
- Paramedicine Program Gains Ambulance Simulator
- Opticianry Visits the Capitol
- Business Management Students Visit City Campus
- Golden Named to Local Board
- Employees Attend Conference

Foundation Report -

- iGot Dates –
 - March 20 – Bulloch County Kick-off, 8:00 a.m., Oak Room
 - March 20 – Evans County Kick-off, 12:00 p.m., Location TBD

- March 22 – Reveal Celebration, 4:00 p.m., CVB
- Strickland Building Naming Ceremony – March 29, 11:00 a.m., Hagan

ECONOMIC DEVELOPMENT: Bobby Smith/Caughey Hearn

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 13; Benchmark – 170 (7.64%)
- FY18 YTD Hours Trained – 15,124; Benchmark – 37,994 (39.8%)
- Still awaiting new benchmark adjustments and reporting requirements.
- A High School Graduating Seniors Job Fair on May 3, 2018. Funding for marketing and facilitation provided through a WIOA grant. Industries represented will include manufacturing, construction, early childhood care, and logistics, which are all High Demand Career Initiative programs.
- FANUC FAST training site – Designated lab space is available in the new Plant Operations and Workforce Training building for the new equipment. This training site will be the only one in the region and will bring people in for training from around the region. Briggs and Stratton uses many robotics of this kind. The lab will be a Certified Training Site in May 2019, and Ogeechee Technical College will be the only Technical College in the country to be a certified FAST training site.

Facilities Report –

- Use of facilities year-to-date by external parties are 23,374 vs in 9,161 FY17.
- Use of facilities in February 2018 were 3,581 vs. 1,178 in February 2017.
- \$32,574 total revenue
- The Venues website is currently undergoing updates to include new photos.

Adult Education Report -

- YTD Enrollment FY2018: 299 of 654; 45.7% of Goal; Ranked 18 of 30
- Level Completions – 124; 41%
- GED Completions – 15
- The Adult Education Audit is ongoing this week
- October 12, 2018 – Annual Adult Education Golf Tournament

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble. Brandy Taylor reported in Yolanda's absence

Plans/Manuals/Handbooks

- Academic Affairs Classroom/Lab Safety Management Plan

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

Procedures

- 2.3.5p. SACSCOC Substantive Change Reporting Procedure
- 3.3.3p2. Electronic Message Board Usage Procedure
- 3.3.4p6. Web Design Procedure
- 4.4.4p1. Performance Management Procedure
- 5.13p1. Advisory Committees Procedure
- 6.2.1p2. Repetition of Courses for Competitive Admission Programs

- 6.2.1p3. Readmission to Competitive Admission Programs
- 6.5.1p1. Academic Standards, Evaluations, and Appeals Procedure
- 6.5.2p1. Grading System Procedure
- 6.6.3p1. Fundraising Request Procedure
- 6.6.4p1. Satisfactory Academic Progress

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

FY2019 Perkins Funding Request – This is an estimated amount for FY2019. The amount awarded is determined by enrollment and the amount of PELL issued to students.

STUDENT AFFAIRS: Carolyn Ethridge

SkillsUSA Georgia Postsecondary Competition – Students and Advisors will travel to Atlanta March 23-25 for the regional SkillsUSA competition. Ogeechee Technical College has 22 students competing in 13 different competitions.

2018 Career Fair – April 11, 2018, 9:00 a.m. – 12:30 p.m.

OTC Night @ GSU Baseball – April 4, 2018, 6:30 p.m. Please let Karen Mobley know if you would like tickets to attend.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Jones

TCSG-330 \ Plant Operations and Workforce Training Center Project - This project continues to progress as scheduled. The exterior cladding is quickly increasing the visual impact of the building. On the interior, the framers are building walls and installing infrastructure to subdivide the 34,000 square feet into customized spaces to serve the college's needs.

Screven Commercial Truck Driving Range - The land transfer is complete, removing the final obstacle for this project. The full construction documents will be ready to post for bid before the April 2 deadline.

Occupational Studies Building \ Cosmetology Renovations - The project manual has been completed and has been sent for posting to the statewide procurement website. Once posted, contractors will have 30 days to review the plans and submit their bids. The final award will go to the lowest bidder who can pass the State vetting process.

Health Science Building - South \ World Class Lab Renovations - The project design phase is complete. Currently, the construction documents and cost estimates are being prepared. In anticipation of a budget issue, the college has prioritized aspects of the project as 'deductive alternates'. Bidders will price each item separately and the college has the option to remove items to meet budget. This will prevent a possible extension to the process and missing the submission deadline.

Exterior Lighting Upgrade – Bollard lighting around the main campus are being replaced.

PRESIDENT'S REPORT:

- President Durden welcomed Caughey Hearn to the Board of Directors.

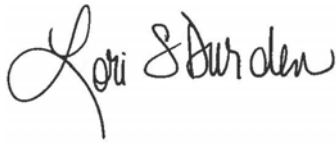
- President Durden thanked everyone for their support with the annual iGot capital campaign and thanked Tammi Hall for her hard work in Evans county for the annual iGot campaign.

CHAIRPERSON'S SUMMARY: There are a lot of exciting things going on at OTC. It was refreshing to see so much support from the community for the iGot campaign yesterday. Everyone have a great rest of the week and weekend.

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 **April 18, 2018** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

New Program Request

Proposed Name of Program:

WP11 Wildlife Management Assistant

Proposed Date of Implementation:

Summer 2018

Admission Requirements:

- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Meet the following minimum placement scores:
 - Accuplacer Reading Comp.: 55
 - Accuplacer Sentence Skills: 60
 - Accuplacer Arithmetic: 34
 - Accuplacer Elementary Algebra: N/A

Credit Hours/Program Length:

12 credit hours

Program Summary:

Ogeechee Technical College would like to add Wildlife Management Assistant (WP11) to its current program offerings. The college currently offers the Fish and Wildlife degree and diploma programs. The addition of this TCC would allow current students to earn a certificate prior to diploma and degree completion, thereby earning qualifications for entry-level positions while still in school. The addition of this program will not necessitate additional supplies, equipment, or faculty. According to the Bureau of Labor Statistics, employment in the wildlife management field is expected to remain stable or increase slightly by 2024. This TCC will allow Fish and Wildlife students to seek employment as they pursue their diploma or degree.

Curriculum:

FORS 1030 Dendrology
FWMT 1000 Introduction to Wildlife Management
FWMT 1020 Wildlife Policy and Law 201003 2250
FWMT 1070 Mammalogy

New Program Request

Proposed Name of Program:

OLT1 Optical Laboratory Technician

Proposed Date of Implementation:

Summer 2018

Admission Requirements:

- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Meet the following minimum placement scores:
 - Accuplacer Reading Comp.: 55
 - Accuplacer Sentence Skills: 60
 - Accuplacer Arithmetic: 34
 - Accuplacer Elementary Algebra: N/A

Credit Hours/Program Length:

18 credit hours

Program Summary:

Ogeechee Technical College would like to add Optical Laboratory Technician (OLT1) to its current program offerings. The college currently offers the Opticianry degree and diploma programs. The addition of this TCC would allow current students to earn a certificate prior to diploma and degree completion, thereby earning qualifications for entry-level positions while still in school. The addition of this program will not necessitate additional supplies, equipment, or faculty. According to the Bureau of Labor Statistics, employment of opticians and opticians' assistants is expected to grow 29% from 2010 to 2020, creating new opportunities for skilled employees. This TCC will allow Opticianry students to gain employment as they pursue their degree for licensure.

Curriculum:

OPHD 1010 Introduction to Ophthalmic Optics

OPHD 1020 Eye Anatomy and Physiology

OPHD 1060 Optical Laboratory Techniques I

OPHD 1070 Optical Laboratory Techniques II

New Program Request

Proposed Name of Program:

EDS1 Eyewear Dispensing Specialist

Proposed Date of Implementation:

Summer 2018

Admission Requirements:

- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Meet the following minimum placement scores:
 - Accuplacer Reading Comp.: 55
 - Accuplacer Sentence Skills: 60
 - Accuplacer Arithmetic: 34
 - Accuplacer Elementary Algebra: N/A

Credit Hours/Program Length:

30 credit hours

Program Summary:

Ogeechee Technical College would like to add Eyewear Dispensing Specialist (ESD1) to its current program offerings. The college currently offers the Opticianry degree and diploma programs. The addition of this TCC would allow current students to earn a certificate prior to diploma and degree completion, thereby earning qualifications for entry-level positions while still in school. The addition of this program will not necessitate additional supplies, equipment, or faculty. According to the Bureau of Labor Statistics, employment of opticians and opticians' assistants is expected to grow 29% from 2010 to 2020, creating new opportunities for skilled employees. This TCC will allow Opticianry students to gain employment as they pursue their degree for licensure.

Curriculum:

OPHD 1010 Introduction to Ophthalmic Optics
OPHD 1020 Eye Anatomy and Physiology
OPHD 1060 Optical Laboratory Techniques I
OPHD 1070 Optical Laboratory Techniques II
OPHD 2090 Frame Selection
OPHD 2120 Lens Selection

New Program Request

Proposed Name of Program:

CL51 Contact Lens Specialist

Proposed Date of Implementation:

Summer 2018

Admission Requirements:

- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Meet the following minimum placement scores:
 - Accuplacer Reading Comp.: 55
 - Accuplacer Sentence Skills: 60
 - Accuplacer Arithmetic: 34
 - Accuplacer Elementary Algebra: N/A

Credit Hours/Program Length:

16 credit hours

Program Summary:

Ogeechee Technical College would like to add an institutionally developed technical certificate of credit program, Contact Lens Specialist (CL51), to its current Opticianry program offerings. The college currently offers the Opticianry degree and diploma programs. The addition of this TCC would allow current students to earn a certificate prior to diploma and degree completion, thereby earning qualifications for entry-level positions while still in school. The state standard TCC Contact Lens Technician (CL31) does not include OPHD 1020- Eye Anatomy and Physiology. Our program faculty feel that eye anatomy and physiology is essential to anyone who will be working with clients and contact lenses. The addition of this program will not necessitate additional supplies, equipment, or faculty. According to the Bureau of Labor Statistics, employment of opticians and opticians' assistants is expected to grow 29% from 2010 to 2020, creating new opportunities for skilled employees. This TCC will allow Opticianry students to gain employment as they pursue their degree for licensure.

Curriculum:

OPHD 1010 Introduction to Ophthalmic Optics

OPHD 1020 Eye Anatomy and Physiology

OPHD 1080 Contact Lens I

OPHD 2130 Contact Lens II

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
April 18, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Mark Anderson and Bobby Jones

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Caughey Hearn.

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

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board accepted the minutes of the March 21, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the April 4, 2018 State Board meeting, the Board approved the College's request to terminate the following degrees, diplomas, and technical certificates of credit:

- Geographic Information Systems (GI13), Degree
- Geographic Information Systems (GI12), Diploma
- GIS Soil Mapping (GSM1), TCC
- GIS Technology (GT41), TCC

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross/Dr. Barbara Golden

- **New Advisory Committee Members*** - The list of new committee members is attached. Advisory Committees are very important to our College. These committees, comprised of local business experts, provide guidance to our faculty members on how to improve programs and stay current with industry trends. The College recommends four new advisory committee members:
 - 1 -Dental Assisting

- 1 -Diagnostic Medical Sonography
- 2 –Echocardiography

It is also recommended to place two members on inactive status in the following programs:

- Dental Assisting
- Diagnostic Medical Sonography

Upon a motion by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board accepted the New Advisory Committee Members as presented.

- **Program Highlights**

- Students from the Funeral Service Education program, along with their instructor, Jennifer Snider, recently attended The Academy of Graduate Embalmers of Georgia (AGEG) Annual Clinic in Forsyth, Georgia. The program featured Shane Ritchie, who presented information about major head trauma. The AEGE was established to “foster professionalism, higher ethical standards, to encourage an improved and more comprehensive relationship in all phases of the funeral profession.”
- Students from the Dental Assisting program recently traveled to Southeastern Technical College (STC) for a joint seminar. Students joined STC’s Dental Hygiene students for a presentation by Mary Ann Rupertus, a professional educator for Dentsply Sirona, a dental solutions company. Rupertus detailed the use of digital technology in dental radiographs. After the presentation, the students had the opportunity to engage in hands-on training. The students learned to take radiographs using both film and digital technology.
- Opticianry students recently hosted a speaker, B. W. Phillips, Jr. Specializing in keratoconus, post-surgical corneas, traumatic injuries, and pediatric contact lens fitting. Phillips serves as International Education Product Specialist for SynergEyes, a major lens manufacturer, and is a lens fitter by contract for clinics and doctors. Phillips was past President of the Contact Lens Society of America.

ADMINISTRATIVE SERVICES: Mark Anderson – Eyvonne Hart reported in Mark’s absence.

February Financial Report*

- February 28, 2018 YTD budgeted revenue/expenses were \$23,377,582. We received \$18,279,286 in revenue and expensed \$17,467,126. The financial report shows a net income of \$812,160.
- February 28, 2018 YTD Total Current Assets - \$3,235,282; Total Assets - \$3,462,974; Total Liabilities/Fund Balances \$3,462,974.
- We received 78% of our anticipated revenue and we expensed 76%.
- We received \$5,734,909 of our state funds, which is 63% of our anticipated budget of \$9,147,349.
- We received \$295,575 of our federal funds, which is 43% of our anticipated budget of \$685,987.
- We generated \$5,974,912 in local funds, which is 82% of our anticipated budget of \$7,270,356.
- We have received \$6,273,890 in Hope, Pell, and SEOG funds.
- Received \$14,655 in MRR funds.

Upon a motion by Y. Tremble, seconded by T. Hall; all in favor; none opposed; the Board reviewed and accepted the February 28, 2018 financial report as presented.

March Financial Report*

- March 31, 2018 YTD budgeted revenue/expenses were \$23,486,642. We received \$19,337,634 in revenue and expensed \$18,884,892. The financial report shows a net income of \$452,742.
- March 31, 2018 YTD Total Current Assets - \$2,862,118; Total Assets - \$3,059,068; Total Liabilities/Fund Balances \$3,059,068.
- We received 82% of our anticipated revenue and we expensed 82%.
- We received \$6,567,215 of our state funds, which is 72% of our anticipated budget of \$9,142,349. A grant in the amount of \$5,000 was removed from the budget for non-use.
- We received \$330,250 of our federal funds, which is 46% of our anticipated budget of \$685,987.
- We generated \$6,089,056 in local funds, which is 84% of our anticipated budget of \$7,270,356.
- We have received \$6,351,112 in Hope, Pell, and SEOG funds.

Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the March 31, 2018 financial report as presented.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report –

- Governor Nathan Deal to Address OTC Graduates
- OTC Hagan campus named after Jack and Muriel Strickland
- Opticianry program hosts speaker, Cheri Guy of Hoya Vision Care and Lens Consultant for Vision Ease
- Caughey Hearn named to Local Board of Directors
- Mayor Johnathan McCollar addressed students, faculty, and staff about overcoming diversity
- Ogeechee Tech SkillsUSA team fares well in state conference

Foundation Report -

- iGot Campaign hits new high at \$406,790
- Screven County Business After Hours – Tomorrow, April 19, 5:00 – 6:30 p.m.
- Adult Ed Golf Tournament – Save the Date: October 12, 2018, FHCC
- The College is applying for a grant through the USDA to purchase a tractor for the College's Agribusiness program. The amount of the grant is \$99,999. The quote received for the tractor is \$103,000.
 - Upon a motion by T. Hall, seconded by B. Jones; all in favor; none opposed; the Board agrees with the proposed use of the USDA grant funds.

ECONOMIC DEVELOPMENT: Bobby Smith/Caughey Hearn

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 14; Benchmark – 170 (8.24%)
- FY18 YTD Hours Trained – 17,475; Benchmark – 37,994 (46%)

While we are awaiting new benchmarks, the state has indicated that they may not be forthcoming. The change in reporting might be addressed in next year's benchmarks.

- Manufacturers Appreciation Dinner: Tuesday, April 24 at Gateway Pond House
- May 3, 2018 – Charge Ahead Hiring Expo for Graduating Seniors. Students from Bulloch and Evans will be bussed to the job fair. Screven County will not be able to bus, but will encourage participation. Students from Candler County will also be participating.
- We are looking at the viability of offering a Manufacture Ready certificate, which is a 6-week training program designed to prepare students to be ready to go to work for a local manufacturer.
- Koyo Industrial Electric Apprenticeship program began April 2, 2018, and Koyo is very pleased.
- Bobby Smith, Dorie Bacon (Screven County Development Authority), Jeff Davis, and Jan Moore met with the Chairman of the Screven County Board of County Commissioners and the County Manager regarding the renovation of the Screven County Workforce Development Center. The meeting was very positive.

Continuing Education –

- Data through March 2018:
 - People Trained – 4,245
 - Contact Hours – 24,321
- We are exploring a partnership with the Averitt Center to offer two morning camps at OTC this summer. These camps would highlight different areas of study.

Facilities Report –

- Use of facilities year-to-date by external parties are 27,494 vs 12,295 in FY17.
- Use of facilities in March 2018 were 4120 vs. 3134 in March 2017.
- Total revenue - \$ 32,574
- Current YTD FY2018 Bookings - \$48,250, Goal \$60,000

Adult Education Report -

- YTD Enrollment FY2018: 313 of 654; 48% of Goal
- Level Completions – 137; 44%
- GED Completions – 18
- Program Audit was conducted in March. The audit team was complimentary as to how they were treated, and how the department appeared to function. The “suggestions” document and formal audit report will be issued within three months.
- The State financial audit is scheduled for the week of May 21, 2018.
- RFA Grant is due April 20. A 16% reduction in federal funding is expected.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble.

- **Plans/Manuals/Handbooks**
 - Advisory Committee Guidebook
 - Business Continuity Plan
 - Career Services Plan
 - Emergency Operations Plan
 - Exposure Control Plan
 - Hazardous Communication Program Plan/Inventory

- New Employee Orientation Handbook
- New Faculty Orientation Handbook
- Occupation-Based Instruction Management Plan
- Program Development, Analysis & Termination Plan

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

- **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. Staff Development Procedure
- 5.1.2p2. Credit Hour Procedure
- 5.1.2p5. Proctoring Procedure
- 6.8.1p1. Field Trips Procedure

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

STUDENT AFFAIRS: Carolyn Ethridge

- **SkillsUSA Georgia Postsecondary Competition** – President Durden and Ryan had the privilege of joining the OTC SkillsUSA Team at the annual State Leadership and Skills Conference in Atlanta last Month. Ogeechee Tech was represented by 22 students who competed in 13 different competitions. There was fierce competition but our students prevailed! OTC Students received 3 gold, 4 silver, and 2 bronze medals.
 - Don't feel obligated to read these, but in case someone asks:
 - Early Childhood Education: Nancy Durfee - **GOLD**
 - Information Technology Systems: Tiffany Rettinger; Daniel Corsivo- **GOLD**
 - Medical Math: Amy Blaszczykiewicz
 - Medical Terminology: Keightley Daniels
 - Practical Nursing: Allisa Alexander - **SILVER**
 - Related Technical Math: Jacob Bolen
 - Internetworking: Jonathan Bishop - **GOLD**
 - Health Occupations Professional Portfolio: Calevin Collins – **BRONZE**; Rachel Corbin- **SILVER**
 - Quiz Bowl: Kaitlyn Shipes/Mikayla Haigh/Robert Woodie/Eliott Mooney/John Todd/Mark Olsson/Maggie Morrow -**BRONZE**
 - Automotive Service Technology: Nicholas Thorne - **SILVER**
 - Carpentry: Brady Cliett; Javier Avila
 - Electrical Construction Wiring: Thomas Green
 - Industrial Motor Controls: Stewart Jarrell - **SILVER**
- Each of the gold winners will advance to the National SkillsUSA Leadership and Skills Conference in Louisville, Kentucky in June.

- **2018 Career Fair** – The annual Career Fair was held April 11, 2018 and, as usual, had an excellent turnout of employers and participants seeking employment. Employers representing about 100 different companies interacted with students and members of the public during the fair. This event always proves to be very beneficial to our students. Students were able to submit applications and resumes to employers with open positions.
- **2018 Graduation Ceremony** – Please mark your calendar for the 2018 Commencement Ceremony on May 10, 2018, 7:00 p.m., Hanner Field House located on the campus of Georgia Southern University. Let Karen Mobley know if you plan to attend. Reserved seating is located next to the graduates. Governor Nathan Deal will deliver this year’s commencement address.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Jones. Jeff reported in Bobby’s absence.

- **TCSG-330 \ Plant Operations and Workforce Training Center Project** – The building remains on schedule. The site will be in reasonably good shape to tour after next month’s board meeting.
- **Screven Commercial Truck Driving Range** – Finalizing bid paperwork.
- **Occupational Studies Building \ Cosmetology Renovations** – Out for Bid, will close on April 26; Six companies are in the bidding process, five are local contractors.
- **Health Science Building - South \ World Class Lab Renovations** - Finalizing bid package.
- **Exterior Lighting Upgrade** – Waiting on material delivery.
- **Electronic Sign** – Finalizing bid package.
- **HVAC Renovation is OSB** – Waiting on material delivery.

PRESIDENT’S REPORT:

- Diesel Technician program will begin in Hagan this fall.
- The closing of the GIS program was due to low enrollment for an extended period of time with the expense of a full-time instructor. The program was no longer viable for the College.
- President Durden discussed the termination of the president and other employees from Georgia Piedmont Technical College. The College is in significant debt with state financial aid, and federal financial aid is to be determined.
- Annual TCSG Leadership Summit is next week. All of the vice presidents will attend. The FY2019 budget will be released during that meeting. The GOAL and Rick Perkins competitions will take place during this conference as well. Robert Woody is our GOAL student and Terry Hand is our Rick Perkins Instructor of the Year.
- Screven County Business After Hours is tomorrow at 5:00 p.m. President Durden thanked Bobby Smith for his role in assisting with the renovation plans for the Screven Workforce Development Center.
- iGot campaign – President Durden explained the Executive team, members of the Local Board, and Foundation Board call on the larger donors prior to the day we canvas the community. The community volunteers focus on small businesses and individuals the day of the campaign. Barry mentioned the internal employee campaign is also held prior to the day of the campaign, which we typically have 100% participation.

- Board Member Reappointment – President Durden announced Fred Hill’s final three-year term will end this June, however, due to the recent resignation of Randy Mayfield, Fred taking on the role of chair, and the number of new board members, she would like to recommend Fred be appointed for a 4th term. In an effort to provide leadership continuity, the Board recommends electing Mr. Hill to serve as chair for the 2018-2019 Board session and for Mark Anderson to continue to serve as vice chair for the 2018-2019 Board session.

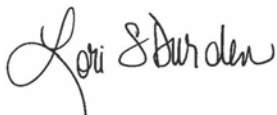
Upon a motion by C. Ethridge; seconded by Y. Tremble; all in favor; none opposed, the Board accepts the recommendation of Fred Hill for a 4th term and to elect Fred Hill as chair, and Mark Anderson as vice chair for the 2018-2019 board session.

CHAIRPERSON’S SUMMARY: The iGot campaign, SkillsUSA competition results, Career Fair, and all the other successes the College has had throughout this year is a testament to the leadership of the College. Fred expressed his appreciation to everyone on the Board for their contribution to that success.

ADJOURN: There being no further business at this time the meeting adjourned at 9:48 a.m.

The next meeting of the Local Board of Directors is **May 16, 2018** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SPRING 2018 NEW ADVISORY COMMITTEE MEMBERS**

PROGRAM	NEW MEMBER	MEMBER TO INACTIVATE
DENTAL ASSISTING	Leighann Anderson East Georgia Center for Oral and Facial Surgery 203 Anderson Lane Register, GA 30452 912-687-4576 Leighann.humphries@gmail.com	Tabitha Trent
DIAGNOSTIC MEDICAL SONOGRAPHY	Paige Parker East Georgia Regional Medical Center 327 Tavern Lane Statesboro, GA 30458 912-536-7074 phparker1@outlook.com	April Amans
ECHOCARDIOGRAPHY	Tonya Eagle East Georgia Regional Medical Center 1499 Fair Road Statesboro, GA 30458 912-486-1185 Tonya_Eagle@eastgeorgiaregional.com	
ECHOCARDIOGRAPHY	Bryan Realiza East Georgia Regional Medical Center 13953 GA HWY 46 Brooklet, GA 30415 912-212-6330 bryan.realiza@gmail.com	

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
May 16, 2018 | 9:00 a.m.

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

MEMBERS ABSENT: Carolyn Ethridge and Yolanda Tremble

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

STAFF ABSENT: None

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

INVOCATION: The invocation was given by Fred Hill.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by B. Smith; all in favor; none opposed; the Board accepted the minutes of the April 18, 2108 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the May 3, 2018 State Board meeting, the Board approved the College's request to reappoint Fred Hill to a special 4th term ending June 2021.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Ben Ross/Dr. Barbara Golden

FY2019 Program Specific Fees* - Attached

Program Specific Fees are either cost-recovery or standard fees. Cost-recovery fees are for items such as required tests (CPR, CDL Exams) or malpractice insurance. Standard fees are for course specific supplies such as needles, syringes, and/or catheters. Changes to the fees are highlighted in either green, yellow, or red to indicate if they are increased, new, or being deleted.

Upon a motion by T. Hall, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the FY2019 Program Specific Fees as presented.

Program Highlights: It has been a relatively quiet month as we were preparing for the end of the semester and beginning of the summer semester.

- The Veterinary Technology Program received a very good review during the recent USDA inspection. The program received no findings. The USDA completes an annual inspection of our facilities to ensure compliance with the Animal Welfare Act. Since we house live animals on campus and the animals are considered research subjects, we

must comply with the Animal Welfare Act to ensure the animal housing is sufficient, that we are using in-date products, and we have safe practices in place for the animals.

- Michele Rupar, Funeral Services Program Director, was nominated for a position on the Committee on Accreditation for the American Board of Funeral Service Education.

ADMINISTRATIVE SERVICES: Mark Anderson.

April Financial Report*

- April 31, 2018 YTD budgeted revenue/expenses were \$23,499,821. We received \$20,418,027 in revenue and expensed \$20,220,597. The financial report shows a net income of \$197,430.
 - April 31, 2018 YTD Total Current Assets - \$2,561,656; Total Assets - \$2,830,825; Total Liabilities/Fund Balances \$2,830,825.
 - We received 87% of our anticipated revenue and we expensed 88%.
 - We received \$7,340,964 of our state funds, which is 80% of our anticipated budget of \$9,142,348.
 - We received \$473,951 of our federal funds, which is 66% of our anticipated budget of \$722,825.
 - We generated \$6,238,821 in local funds, which is 86% of our anticipated budget of \$7,270,356.
 - We have received and expensed \$6,364,292 in Trust Funds, Hope, Pell, and SEOG funds.
- Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the April 30, 2018 financial report as presented.

FY2019 Budget Allocation* - Attached

- The Proposed FY2019 Budget Allocation is \$17,071,877, effective July 1, 2018
 - State Funds – Approx. \$9.3M
 - Federal Funds – Approx. \$567K
 - Local Funds – Approx. \$7.2M

Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the FY2019 Budget Allocation as presented.

Dr. Barbara Golden inquired about the status of Georgia Piedmont Technical College. She emphasized the importance of good leadership and the Board's responsibility to pay close attention to the financial stability of the College.

COLLEGE ADVANCEMENT: Tammi Hall

PR Report –

- National Technical Honor Society held an induction ceremony. Twenty-eight new members were inducted into the society.
- Hospital Authority of Bulloch County recently presented a generous donation to the Ogeechee Technical College Foundation, which will be used for student scholarships.
- Dental Assisting student, Kaytlyn Nunez, received Hinman Scholarship.
- Ogeechee Technical College employees were nominated to the 20 under 40 Class of 2018: Samantha Smith (39) and Catherine Groover (27)
- Counseling Department hosted an event Stand Up, Speak Out in April to recognize Sexual Assault Awareness month.
- William James Middle School eighth grader, Hannah Pease, wins honorable mention in the 2018 Manufacturing Appreciation Week art contest.

Mark Anderson commented on how well the graduation ceremony went last week. This was Mark's first time attending the graduation ceremony and he was very impressed.

Foundation Report -

- No report

ECONOMIC DEVELOPMENT: Bobby Smith/Caughey Hearn

Contract Training Benchmarks –

- FY18 YTD Companies Trained - 15; Benchmark – 170 (8.82%)
- FY18 YTD Hours Trained – 18,864; Benchmark – 37,994 (49.64%)
- Manufacturers Appreciation Dinner at the Gateway Pond House went well, and attendance was strong. OTC co-hosted the event with the Development Authority of Bulloch County and the Development Authority of Screven County.
- The High School Graduating Seniors job fair went well. 130 students from six high schools attended and 27 businesses participated. Follow up statistics are being collected to determine its impact and success and will report that information at a future meeting.

Continuing Ed –

- People trained through April 2018 – 4,684
- Contact Hours through April 2018 – 31,912
- Exciting changes are in progress for the college's continuing education course catalog, which will be revealed in July.
- Drivers Education classes are filling up rapidly for the summer. A class in Screven is being offered in June, and per Principal Scott's request, one will be offered in December as well.

Facilities Report –

- Use of facilities year-to-date by external parties are 30,989 vs 15,560 in FY17.
- Use of facilities in April 2018 were 3495 vs. 3265 in April 2017.
- Anticipated total revenue for FY18 is \$51,850 vs. \$32,574 in FY17
- Individuals using the facilities has doubled from FY2017 to FY2018.
- Data is being examined extensively to determine rental trends, best use of space, and to create goals and expectations going forward.

Adult Education Report -

- YTD Enrollment FY2018: 331 of 654; 48% of Goal
- Level Completions – 146; 44%
- GED Completions – 22
- While we will not meet the goal of 654, the state office has indicated that they are very pleased with the internal progress we have made this year.
- Audit results will be available soon.

INSTITUTIONAL EFFECTIVENESS: Yolanda Tremble. *Brandy Taylor reported in Yolanda's absence*

Plans/Manuals/Handbooks

- F.I.T. Life Handbook
- Distance Learning Policies & Procedures Manual
- Online Course Orientation: Student Policies & Procedures

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

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
- 5.1.8p1. Advanced Placement Procedure
- 5.5.5p1. College Calendar Procedure
- 6.7.2p1. Student Dress Code Procedure

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

STUDENT AFFAIRS: Carolyn Ethridge. *Dr. Foley reported in Carolyn's absence.*

Summer Semester Enrollment –

- As of May 15, there are 1,167 students registered for summer semester 2018. Summer semester 2017 enrollment was 1,092, so we are showing a possible increase over last year's enrollment. Some fluctuation will occur with enrollment over the next few weeks but it looks promising.
- Summer enrollment goal is 1,114, which is a 2% increase over last summer.

Welcome Week 2018 –

- Summer Semester 2018 has officially started, and we are kicking it off with Welcome Week activities. The office of Student Activities visits each building during the week to provide information on student resources and give away prizes, promo items, popcorn, and drinks. It is always a popular stop during the first week of classes.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Bobby Jones

TCSG-330 / Plant Operations and Workforce Training Center Project - The project continues to proceed as expected. The building is watertight and sheetrock is being installed throughout. On the exterior, parking lot curbs and sidewalks are being poured while the final bricks are placed on the exterior walls. With continued luck, the project will complete ahead of schedule, giving the college additional time to prep the building for classes starting in spring semester.

Screven Commercial Truck Driving Range - The pre-bid meeting is scheduled for May 22. Hopefully there will be strong local interest in the project considering the variety of trades required to complete the project. As usual, the college has identified several cost savings 'deductive alternates' that will not negatively impact the project's ability to fulfil its purpose while allowing us to move forward if budget is an issue.

Occupational Studies Building \ Cosmetology Renovations - This project was posted for bid on March 26. We had five local contractors attend the mandatory pre-bid meeting – Paul S. Akins Company, Y-Delta, Dabbs-Williams, Lynn Construction, and Plank & Tile. Only two contractors submitted bids by the April 26 deadline: Y-Delta and Paul S. Akins Company. Both bids were above the state cost limitation but the college was fortunate to find some cost savings

combined with allowances from TCSG to get within budget. At this time, the project's fate is being discussed with the lowest bidder, Y-Delta.

Health Science Building - South \ World Class Lab Renovations - The project is posted for bid with the mandatory pre-bid meeting held at the college on May 15. Contractors who attend the pre-bid will be eligible to submit their quote by the May 31 deadline. The lowest bidder within budget will be awarded the project. As always, if budget is a concern, deductive alternates have been included. A construction schedule will then be developed with the goal of occupying the renovated space prior to year-end.

Electronic Sign Replacement - The project to replace the electronic portion of the college's landmark welcome to Statesboro has finally been funded and posted. The digital sign will be housed in the same space within the monument adjacent to Highway 301 South but will be higher quality, have enhanced capabilities, and, most importantly, include an outstanding warranty.

Exterior Signage Project - As the college continues to welcome more and more people to its expanding footprint, a college-wide evaluation of exterior signage is needed. The college hired Whitfield Signs to design a custom sign package which will include building identification, vehicular, and pedestrian directional signs. Additionally, the package will include full construction documents for each type of sign. These documents will be used in FY19 to guide the replacement of the inconsistent and degraded exterior signs in all locations. Additionally, signs will be strategically added to better guide visitors to their destinations.

PRESIDENT'S REPORT:

- **FY2019 Meeting Schedule** – The November meeting will take place the 4th week of the month on November 28 due to the Thanksgiving holiday. The Board agreed to continue meeting at 9:00 a.m.
- **FY2019 Committee Assignments** – New committee assignments were distributed for FY2019. Divisional vice president's will be in contact with each of you prior to the August Board meeting.
- **FY2019 Plan of Work** – The annual Plan of Work has three goals for the Board of Directors.
 - Goal 1: Serve as an advocate for the College
 - Goal 2: Develop relationships with legislators
 - Goal 3: Professional development
- **FY2018 Local Board Survey** – The annual survey will be sent to the Board electronically. Please take a moment to complete the short survey. Your feedback is important to us.
- President Durden shared the Commissioner's goals for the upcoming year: Students, learning, finances, and community/economic development.
- President Durden shared the results of the annual surveys of the college's students and employees
 - Student Satisfaction Inventory showed an 83% satisfaction rate (64% community college avg.). There were 171 comments, 115 were positive. Overall, the student survey was positive.
 - The College Employee Satisfaction Survey received a 4.25 rating with 5.0 being the highest (national average is 3.85). Comments revealed the

employees are concerned about enrollment/retention, budget, and student engagement. Overall, the survey was positive.

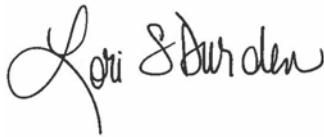
- President Durden thanked the Board for their service this year and wished everyone a safe and happy summer. The next Board meeting will take place August 15, 2018.

CHAIRPERSON'S SUMMARY: Fred Hill closed the meeting by stating "Things are Good". Graduation went off without a hitch. He commented on the survey results and how important the feedback is to the betterment of the college. Fred thanked everyone for their service on the Board and wished everyone a good summer.

ADJOURN: There being no further business at this time the meeting adjourned at 9:53 a.m.

The next meeting of the Local Board of Directors is **August 15, 2018** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,

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

Lori S. Durden
Executive Secretary