

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | Boardroom

August 15, 2023 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, Melissa White and Christina Young

MEMBERS ABSENT: Grace Waits

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

STAFF ABSENT: Michelle Davis

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

INVOCATION: Bobby Jones gave the invocation.

OATH OF OFFICE: *Judge Michael Muldrew*

Judge Michael Muldrew swore in the following board members with each board member taking the Oath of Office:

- Mac Edwards
- Stephen Pennington
- Teresa Phillips
- Brannen Smith
- Melissa White
- Christina Young

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

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by M. Summers; all in favor; none opposed; the Board accepted the minutes of May 24, 2023 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

During the August State Board meeting a New Program Request were approved for:

- Freight Brokerage TCC (FB11), effective August 2023
- Hybrid/Electric Vehicle Repair Technician TCC (HVR1), effective August 2023

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Highlights

- **SkillsUSA Nationals** - Three Ogeechee Technical College (OTC) SkillsUSA teams won medals, two gold and one silver, in Career Pathways (Industrial and Engineering Technology), Cyber Security, and Early Childhood Education at the national SkillsUSA Championships held in Atlanta on June 20-22, 2023. The annual SkillsUSA conference

was a showcase of career and technical education where more than 6,000 outstanding career and technical education students -- all state contest winners -- competed hands-on in 110 different trade, technical and leadership fields. During the competition, the students worked against the clock and each other, proving their expertise in their respective fields. All contests are run with the help of industry, trade associations and labor organizations, testing competencies set by industry for entry-level workers.

- **Dental Assisting Pinning** - Eleven students in the Dental Assisting program at Ogeechee Technical College received their pins in an annual ceremony held at 6:00 pm in the Joseph E. Kennedy Auditorium on Thursday, July 20. Yvonne Jenkins, Dental Assisting program director, welcomed the crowd of friends and family who were in attendance to celebrate their loved ones. The eleven students who received their pins were: Gabi Aldrich, Allyssa Chalker, Symone Dandridge, Destiny Dixon, Olivia Earl, Kristin Goddard, Dayjoin Johnson, Olivia Mew, Claudasia Mosley, Jessica Pascual-Ubaldo, and Caitlyn Skarhus.

New Faculty Members

- Logan Jones, Automotive Technology
- Brandon Robinson, Health Science Core
- Deidra Tillman, Veterinary Technology

Program Closures:

- Pharmacy Technology
- Opticianry

Ogeechee Technical College will be sunsetting the Pharmacy Technology and Opticianry programs. Both programs will begin a teach-out of current students and no new students will be accepted. Both programs have played a valuable role in educating and preparing students for careers in these fields. However, declining demand, evolving industry dynamics, and resource allocation considerations have changed the landscape for these programs. The decision to sunset these programs was not made lightly and we are committed to supporting the faculty and students through the transition period.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

Fall Semester 2023 Enrollment Update

- Enrollment as of August 9, 2,282; 11.6% increase over Fall AY2023 EOS.
- Current enrollment is 2,378; trending well ahead of this time last year.

Student Activities Update

- Fall semester starts Monday, August 21.
- Welcome Week for fall semester – We officially start Fall Semester 2023 next Monday! We are kicking it off with our Welcome Week activities. We travel to every building during the week and provide a lot of information about resources available to students. We also have prizes and swag items that we are giving away. It is always a popular stop during the first week of classes.
- On Saturday, July 15, the Student Leadership Council (SLC) at Ogeechee Technical College sponsored the Statesboro Soup Kitchen at the First United Methodist Church in Statesboro. Volunteers from the SLC, Echocardiography program, and students from one of OTC's Anatomy & Physiology 2 courses, served 228 hot meals of spaghetti, green beans, garlic bread, and cookies. This was the third of four Saturdays throughout the year that the SLC will sponsor. The Soup Kitchen is open from 11:00 a.m. – 1:00 p.m. every Saturday for service.

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- April 30, 2023 YTD budgeted revenue/expenses were \$29.8M. We received \$23.4M in revenue and expensed \$23.7M. The financial report shows a net income of **\$-224K**.
 - All purchase requests for the remainder of the year were submitted in April; therefore, expenses exceed revenue resulting in a negative net income.
- April 30, 2023 YTD Total Current Assets - \$3.3M; Total Assets - \$3.6M = Total Liabilities/Fund Balances \$3.6M.
- We received 79% of our anticipated revenue and we expensed or encumbered 83%.
- We received \$8M of our state funds, which is 75% of our anticipated budget of \$10,778,836.
- We received \$918K, of our federal funds, which is 46% of our anticipated budget of \$2,013,763.
- We generated \$7.8M in local funds, which is 76 % of our anticipated budget of \$10,368,420.
- We have received and expensed \$6.6M (100%) in Hope, Pell, SEOG funds, CARES funds and private loans.
- Additional bond allocation received for OSB interior renovation.
- Nursing grant funds received

Upon a motion by M. Summers, seconded by M. Edwards, all in favor; none opposed; the Board reviewed and accepted the April 30, 2023 financial report as presented.

- May 31, 2023 YTD budgeted revenue/expenses were \$30.6M. We received \$25.3M in revenue and expensed \$25.5M. The financial report shows a net income of **\$201K**.
 - All purchase requests for the remainder of the year were submitted in April; therefore, expenses exceed revenue resulting in a negative net income.
- May 31, 2023 YTD Total Current Assets - \$3.4M; Total Assets - \$6.7M = Total Liabilities/Fund Balances \$3.7M.
- We received 83% of our anticipated revenue and we expensed or encumbered 87%.
- We received \$8.8M of our state funds, which is 82% of our anticipated budget of \$10,823,362
- We received \$961K, of our federal funds, which is 48% of our anticipated budget of \$2,013,446.
- We generated \$8.5M in local funds, which is 78% of our anticipated budget of \$10,819,852.
- We have received and expensed \$7M (100%) in Hope, Pell, SEOG funds, CARES funds and private loans.

Upon a motion by T. Phillips, seconded by C. Young, all in favor; none opposed; the Board reviewed and accepted the May 31, 2023 financial report as presented.

- June 30, 2023 YTD budgeted revenue/expenses were \$31M. We received \$33.6M in revenue and expensed \$30.2M. The financial report shows a net income of \$3.4M.
- June 30, 2023 YTD Total Current Assets - \$4.6M; Total Assets - \$5.0M = Total Liabilities/Fund Balances \$5.0M.
- We received 107% of our anticipated revenue and we expensed or encumbered 99%.
- We received \$10.6M of our state funds, which is 98% of our anticipated budget of \$10,821,493
- We received \$1.9M, of our federal funds, which is 99% of our anticipated budget of \$2,009,596.

- We generated \$12.5M in local funds, which is 123% of our anticipated budget of \$10,198,960.
- We have received and expensed \$8.5M (100%) in Hope, Pell, SEOG funds, CARES funds and private loans.
- Adult Ed budget reallocation, Federal College Work Study end of year adjustment and Year-end adjustments.

Upon a motion by S. Pennington, seconded by B. Smith, all in favor; none opposed; the Board reviewed and accepted the June 30, 2023 financial report as presented.

Discussed the impact of an increase in enrollment on the budget, carryover funds, pay increases, and where the college stands financially going into a new fiscal year. The college is being very mindful of spending.

FY24 Equipment refresh funds - \$276K, Perkins funds \$600K, and grant funds cover new equipment purchases.

COLLEGE ADVANCEMENT: *Brannen Smith*

Foundation Report

Scholarships –

- 155 applied, 83 awarded (8 private) (Fall '22 – Spring '23 – 93 Fall '21 – Spring '22 – 68 completed)
- 93% of available scholarships through AwardSpring application awarded (96% Fall 22)
- We will have several Last Mile Fund Scholarships awarded as well. We received \$1,089.52 from KIA.
- 32 volunteers reviewed including fac/staff, foundation board members, local board members and community members.
- Shout out to Christina Harrell in Michelle's absence.

Fundraising –

- Received \$3,500 grant from Canoochee EMC Foundation towards Heavy Diesel Program in Hagan
- Received \$5,000 grant from Planters Telecommunications Foundation towards annual fund

Upcoming Events -

- Scholarship Banquet – September 26, 6:00 pm, JHB Oakroom
- Golf Tournament – October 5, 11:30 am, FHCC
- Leadership Conference October 24-25, Grand Hyatt Savannah. Board dinner on Monday night. This is a great opportunity for Board members to interact with OTC and TCSG leadership, Board members from other Technical Colleges and learn about the Technical College System of Georgia. Let Karen know if you plan to attend.

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- FY23 final - 254 (252 Goal); 35 GED (36 Goal)
- Program had a solid year
- Elise Peebles, Dean for Adult Education begins September 1, 2023

Industry Training, Continuing Education, and Apprenticeships

- FY23 very successful year. Contract training revenue & CE \$1.2M
- Issued 766 national certifications including Amazon apprenticeships

- OTC is the only SACA Instructor Training site in the state of Georgia. OTC issued 15 SACA certifications during the instructor training the week of July 24.
- Drivers Education – FY2023 enrolled 133 students, 3990 classroom hours, 720 behind the wheel hours with \$46,900 in revenue.
- New American Heart Association (AHA) system - The transition to the new Atlas Network has not been as efficient as we had hoped. AHA continues to work on correcting a number of issues that are impacting a large number of our instructors and training sites.

INSTITUTIONAL EFFECTIVENESS: *Melissa White*

Plans, Manuals, Handbooks, Guides*

- Institutional Effectiveness Plan
- Bookstore Manual
- Adult Education Student Handbook
- Dual Enrollment Faculty Guide
- FIT LIFE Handbook

Procedures*

MAY

- 2.4.4p1. Local Board Member Emeritus Procedure
- 3.1.13p1. Collection Procedure
- 3.1.16p1. Purchasing Procedure
- 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities Procedure
- 3.3.3p4. Solicitation Procedure
- 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
- 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
- 5.1.1p1. Academic Freedom Procedure
- 5.1.2p6. Faculty Role in Governance Procedure
- 5.1.2p7. Uniforms Procedure
- 5.1.11p9. Loss of Property Procedure
- 6.3.1p1. Distance Education Student Privacy Procedure
- 6.4.1p1. Books and Supplies Procedure

JUNE

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

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

SACSCOC Accreditation – Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate

degrees, diplomas, and technical certificates of credit. The Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) Reaffirmation of Accreditation is a comprehensive internal and external review process to ensure that member institutions maintain continuing compliance with Commission policies and with The Principles of Accreditation. An institution must be reaffirmed five years after it gains Initial Accreditation and every 10 years thereafter. Ogeechee Technical College (OTC) earned its initial accreditation in 2014, was reaffirmed in 2019. The college is currently in the QEP phase, and the 5-year report is due next year.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

- **JEK Reconfiguration** - The JEK Renovation project lacks a few items before we can declare it complete. The main entrance door from the lobby, the frosted glass door inserts, and some window trim. After those are installed, a final punch list will be generated and remaining details handled. Fortunately, the space is already usable and significantly improved.
- **OSB Interior Renovation** - The project was fully funded by combining FY23 renovation funds with FY24. Although this removes the opportunity for a significant project in FY24, it was a fiscally responsible decision. Higher material and labor cost paired with additional administrative overhead were avoided by pushing forward. Paul S. Akins Construction was awarded the contract and are moving quickly. The painting is first, followed by new flooring and light fixtures throughout. One wall is being constructed to split a larger space into a classroom and faculty workroom. The pictures below show the new grey/blue wall colors and some in-progress construction where you can see the previous colors and flooring.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- GISIRTC - \$20M funded, PRAXIS3 architect, ICB construction contractor. Design kick-off meeting was last week. Expected opening 1st quarter 2025.
- Fall enrollment trending up. Need to confirm students (collect tuition) and will go through a drop/add period so there will be some fluctuation in enrollment. Expect fall enrollment to be strong. Enrollment is everybody's business at OTC.
- State Board Member – Doug Lambert was recently appointed by the Governor Kemp to serve on the State Board of the Technical College System of Georgia.
- Boardroom Naming – F. Thomas David Boardroom
 - Reception for Tommy on August 29, 2023, 5:30 pm
 - 30 years of Service to the college, Foundation BOT, Local Board of Directors and TCSG State Board
 - Propose to name the boardroom in the Joseph E. Kennedy Building in honor of Tommy's service
 - Michael Summers stated Tommy has a great heart, a love for people, and is always the same no matter who he is around. He cannot think of anyone more deserving.
Upon a motion by M. Summers, seconded by B. Smith, all in favor, none opposed; the Board accepted the recommendation to name the Boardroom in the Joseph E. Kennedy Building in Tommy David's honor.
- Leadership Conference – Previously discussed in the College Advancement report.
- Local Board Self-Assessment Results – Helps us monitor how we are doing. Board advocacy is one of the things we ask each board member to engage in.

- Hyundai MOU – OTC will offer a TCC to help with their pipeline of workers. A joint signing event with GSU is scheduled for September 6 on the GSU campus.

CHAIRPERSON'S REPORT: *Bobby Jones*

Bobby thanked everyone for their efforts and time today, and he looks forward to working with everyone over the course of the next year.

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

The next meeting of the Local Board of Directors is September 20, 2023, 9:00 a.m., F. Thomas David Boardroom

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

September 20, 2023 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, Grace Waits and Christina Young

MEMBERS ABSENT: Melissa White

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

STAFF ABSENT: Jeff Davis, Michelle Davis, Eyvonne Hart

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

INVOCATION: Bobby Jones gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by G. Waits, seconded by M. Summers; all in favor; none opposed; the Board accepted the minutes of August 15, 2023 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- There was no mention of Ogeechee Technical College during the September State Board meeting.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Highlights

- Alliant Health conducted an audit of the Nurse Aide program and had no citations or remediations. In addition, the program had a 100% pass rate for NAST 1100 and NAST 2100.
- The Fall Semester Paramedic cohort is the largest class the college has had with 13 students joining the program. The program continues to grow each year since it was started in 2019.
- Our Health Information Management Technology program had 100% of the students who attempted the Registered Health Information Technician certification (RHIT) pass.

New Program Request

- **Electric Vehicle Professional TCC*** - The addition of the Electric Vehicle Professional TCC will allow the College to offer courses designed to prepare students with the knowledge and skills to prepare them for entry-level employment as determined by Hyundai subject matter experts. Successful students will obtain the skill set needed to work in sub-assembly shops and building components for electric vehicles.

A motion to accept the Electric Vehicle Professional TCC was made by M. Edwards, seconded by C. Hearn, all in favor; none opposed; the Board accepted the New Program Request as presented.

Leopold-Hoesch Berufskolleg and OTC Student Exchange Program

- Dr. Foley introduced Dean Robinson to tell us more about the LHB exchange program. LeAnne and Matt Gainous are working together on the execution of the exchange program. The project started with a pen pal exchange between Matt Gainous, English Instructor, and an instructor at LHB. OTC sent three students to Germany last spring to job shadow and there are currently five German students from LHB here this semester job shadowing with industry partners in Bulloch County. A farewell dinner is planned for September 28.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

Fall Semester 2023 Enrollment Update

- Ogeechee Tech has an 11.1% enrollment increase compared to last fall semester.
- As a whole, fall enrollment is up across all of TCSG, which is encouraging for our workforce across the state.
- Ogeechee Technical College has the third highest percentage increase compared to last fall semester. Unlike many of the other colleges, our growth comes in both dual enrolled students and traditional students. This is key to long-term success.
- Many of our programs that have not seen growth over the last couple of years have experienced growth this semester.

Student Activities Update

- Our Student Support Services Team held a Road to Success Syllabus Party during the first week of Fall Semester. The event invited all students to visit the Success Lab and meet our Student Success Coach, help organize their fall calendars, receive time management tips, and they learned how to navigate our learning management system, Blackboard.
- Students were invited to celebrate Constitution Day on September 17 by learning fun facts about the Constitution, receive a pocket copy of it, and they were able to register to vote. Many students attended.

New Student Affairs Employees

- Mark Gerbino, Chief of Police. Mark has 48 years of experience in law enforcement. He comes to us most recently from Savannah Tech where he spent 6-years. He served as a police officer in New York for 32 years in specialized units and community engagement on safety, and has teaching experience with dual enrollment students in criminal justice.

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- July 31, 2023 YTD budgeted revenue/expenses were \$19,983,551M. We received \$1.4M in revenue and expensed \$300K. The financial report shows a net income of \$1.1M.
- July 31, 2023 YTD Total Current Assets - \$3.9M; Total Assets - \$4.3M = Total Liabilities/Fund Balances \$4.3M.
- We received 7% of our anticipated revenue and we expensed or encumbered 8%.
- We received \$781K of our state funds, which is 8% of our anticipated budget of \$9,946,542.
- We received \$0, of our federal funds, which is 0% of our anticipated budget of \$840,694.
- We generated \$642K in local funds, which is 7% of our anticipated budget of \$9,147,531.

- We have received and expensed \$49K (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers, seconded by M. Edwards, all in favor; none opposed; the Board reviewed and accepted the July 31, 2023 financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith*

Scholarships

- Planning for the Scholarship banquet scheduled for Tuesday, September 26, 6:00 pm is in full swing.
 - Thank you to all board members who have rsvp'd for event
 - We have approximately 60 of the 83 scholarship recipients attending with their guest
 - Wonderful evening of gratitude thanking our donors for generous gifts and giving them a chance to meet their scholarship recipients

J. David Russell Memorial Golf Tournament:

- Scheduled for Thursday, October 5, 2023, Forest Heights Country Club
 - We have maxed out our capacity for teams this year at 25
 - As of 9/13/23 we have
 - 1 Gold Sponsor
 - 6 Silver Sponsors
 - 8 Tee Sponsors
 - 5 Tent Sponsors
 - Still hosting the normal "Longest drive" "Move up" "Closest to the Pin" holes
 - NEW THIS YEAR – raffle tickets will be sold day of tournament for a chance to make a putt and win \$10,000
 - And available now – Golf Tournament Raffle - \$5 per ticket
 - Private full day boat tour (\$800 value) provided by Low Country Drifters

Fundraising

- Working to secure a memorial endowment of \$25,000. The donor wishes to remain anonymous at this time.

TCSG Leadership Conference (October 23-25, Savannah, GA)

- Joint Board Dinner is Monday, October 23
 - Trolley will pick us up outside the Hyatt Regency at 6:15 pm
 - Arrive at the Alida Restaurant and rooftop bar – Cocktails 6:30 pm to 7:30 pm
 - Dinner begins at 7:30 pm
- More details regarding the conference and agenda will be sent to those attending

Upcoming Events

- State of the College – Tuesday, October 3, 2023, 4:30 pm, Jack Hill Building Oak Room
- Claxton-Evans County Business After Hours – Thursday, October 12, 5:00 pm, Claxton High School

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- 75 (315), 48% MSG
- Dean for Adult Education, Nicole Peebles, and Data Manager, Jennifer Johnston, are doing a good job in their new roles.
- Upcoming golf tournament is to raise funds to pay for GED testing. The Federal Grant does not pay for testing fees.

Industry Training, Continuing Education, and Apprenticeships

- Bob Olliff is the new Director of Continuing Education.

GISIRTC Advisory Board*

- Proposed Advisory Board:
 - Daniel Cox – Associate Dean, Manufacturing Engineering, GSU
 - Bobby Jones - OTC Local Board Chair, JTEKT
 - Rob Lanham - General Manager, Silver Lake Automation
 - Kent Powell - VP Sales, Amatrol
 - David Rogers - CEO, Georgia Technologies
 - Jim Wall - Executive Director, SACA
 - Bryan Weaver - Director, Manufacturing, Georgia Center for Innovation
 - Sandy Lake – Director, Supply Chain and Logistics, Georgia Center for Innovation
 - Jan Moore - Chairman, Advisory Board
- Ex-Officio:
 - Lori Durden - President, OTC
 - Billy Hickman - GA State Senator
 - Larry Calhoun - President, SETC
 - Benjy Thompson - CEO, DABC
 - Tom Couch - County Manager, Bulloch County

Upon a motion by C. Young, seconded by B. Smith, all in favor; none opposed; the Board reviewed and accepted the Advisory Board members as presented.

INSTITUTIONAL EFFECTIVENESS: *Melissa White* (Brandy Taylor reported in Melissa's absence) **Plans, Manuals, Handbooks, Guides***

- Enrollment Management Plan
- Faculty Handbook
- Marketing/Community Relations Plan
- Retention Plan

Procedures*

- 2.1.8p. Naming of College Buildings, Grounds or Programs Procedure
- 3.3.2p2. Traffic and Parking Procedure
- 4.1.1p1. Recruiting and Hiring Procedure
- 4.1.1p1. Interviewing and Hiring Guidelines (Full-time, Part-time, Adjunct)
- 4.3.2p4. Employee Dress Code Procedure
- 6.6.1p1. Student Tuition and Fees Procedure

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

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

Occupational Studies Building Renovation Project - The painting is nearly complete and the LVP (vinyl) flooring is installed. The carpet and tile have arrived so the offices, classrooms, and specialty labs are next. All the typical area lighting is on site and being installed in hallways and offices, then academic spaces as scheduling allows. Some specialty fixtures are delayed but do not pose a concern at this time. In the pictures below, note the updates to the lighting, paint, and flooring. The project continues to flow well and has posed little impact.

TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center

The project is officially underway! In-person meetings, virtual meetings, and a grocery list of other information gathering tasks will be prevalent in the coming months. The early efforts put into the design process will profoundly benefit the final results of this project in both function and budget. The goal is to complete construction in the Spring of 2025 and be open for training early Summer.

The breakdown of the approved project budget is below. These numbers represent a tremendous amount of effort by supporters of this project starting with our local community and culminating with the Governor's approval. The size of the building and the total budget are fixed amounts with the numbers between representing maximums. This shows how early efforts can benefit the project: strong negotiations and timely responses can reduce Design & Soft Costs and Project Contingency will remain available if there are no unexpected conditions or late changes. The Furniture, Fixtures, and Equipment (FF&E) amount is the max allowed but proper planning could include some of the 'loose' items in the construction phase – built-in cabinets, installed equipment, technology resources, etc. Lastly, the budget below was developed in 2022, so continue to solicit support for this project and improvements.


Brian P. Kemp
Governor




Gregory C. Dozier
Commissioner

Capital Outlay Project Request for FY24

Ogeechee Technical College
OGE Georgia Industrial Systems and Industrial Robotics Training Center, Bulloch
Project Location: Statesboro, Bulloch County
Project Category: New Construction

Total Building Area		37,307 GSF
Planning / Predesign / Programming		\$0
Property Acquisition		\$0
Estimate of Total Construction Costs (TCC)		\$17,367,000 [\$466/SF]
Design & Soft Costs	9% of TCC	\$1,528,296
FF&E	20% of TCC	\$3,473,400
Project Contingency –	5% of TCC	\$1,118,435
Total Project Cost	(Rounded Up to the Nearest Thousand)	\$23,485,000

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- President Durden welcomed everyone to the newly named F. Thomas David Boardroom (David Boardroom) and thanked those who attended the event.
- Hyundai/GSU/OTC MOU signing got a lot of attention in the press and was a great event.

- EV Listening session at Savannah Tech tomorrow. President Durden and Dr. Foley are attending.
- Commissioner Dozier presented the FY2025 TCSG budget at the September State Board meeting. The next fiscal year looks promising for a budget increase. Capital Outlay \$3.6M in FFE funds.
- Doug Lambert has jumped in with both feet at the State Board and is a great representative for Ogeechee Tech.
- State of the College Social – October 3, 2023, 4:30 pm in Jack Hill Building Oak Room.
- Claxton-Evans BAH – October 12, 2023, 5:00 pm at Claxton High School
- We will accept the first cohort of 24 ASN students in January 2024. EGRMC is a tremendous partner in all of our health programs.
- Congratulations to JTEKT on 50 years in business.

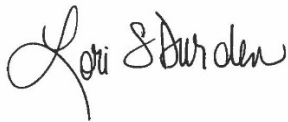
CHAIRPERSON'S REPORT: *Bobby Jones*

- Appreciate everyone's time today.
- Brannen Smith invited everyone to attend Business After Hours tomorrow afternoon at Morris Bank.

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

The next meeting of the Local Board of Directors is October 18, 2023, 9:00 a.m., David Boardroom

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

October 18, 2023 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Micheal Summers, Grace Waits and Christina Young

MEMBERS ABSENT: Brannen Smith and Melissa White

STAFF PRESENT: Lori Durden, Jeff Davis, Michelle Davis, Eyvonne Hart, Karen Mobley, Jan Moore, and Christy Rikard

STAFF ABSENT: Dr. Ryan Foley and Dr. Brandy Taylor

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

INVOCATION: Michael Summers gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of September 20, 2023 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the October State Board Meeting, state funds were approved for Six Industrial Maintenance Trainers from Technical Training Aids for Industrial Systems programs. This equipment will be used for Contract Training in the area of Industrial Systems. The college has been asked to increase its thru-put of trainees in Calendar Year 2024 by 35%. To meet this request, the college must increase their number of trainers. In FY2023, the college conducted more than 122,000 hours of contract training, in great part, using Amatrol trainers in conjunction with Amatrol e-learning curriculum. It is projected that the college will do in excess of 175,000 hours of training in FY2024 if this additional equipment is purchased.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

President Durden announced that Dr. Foley was asked by the Commissioner to serve as the interim VP for Operations at Savannah Technical College for three months (October – December) to assist the President in filling multiple vacancies in key administrative positions.

Program Highlights

- **Program Updates**
 - **Forensic Science Field Trip – Quest**
 - Ogeechee Tech and Bulloch County Schools have partnered to host a Forensic Science focused field trip on November 14th. All fifth grade Quest students will visit OTC and participate in forensic science related

activities, including:

- Crime Scene Truck
 - Fingerprinting
 - K9
 - Computer Forensics
- Students will arrive at 9:00 am and cycle through the different stations throughout the day.
 - **Medical Assisting**
 - The Commission on Accreditation of Allied Health Education Programs (CAAHEP) informed Ogeechee Technical College of the decision to award continuing accreditation to the Medical Assisting Diploma program. The next comprehensive evaluation of the program, including a site visit, is scheduled to occur no later than Fall 2032.
 - **Practical Nursing**
 - 19 of the 21 students who recently graduated from the Practical Nursing program have successfully taken and passed the NCLEX-PN exam! The others are scheduled to take it by the end of the month.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

AY2023 Placement Data

- The 2022 final placement data was released for all TCSG colleges. OTC placed 100% of graduates for Academic Year 2022 and 95% of those were employed in-field. The system placement rate is 99%, with an in-field placement rate of 91%. This was the highest in-field rate in TCSG history.

Georgia Match

- Governor Kemp announced a new state-wide initiative at the Governor's Workforce Summit on October 4th. Last week, every public and private high school senior in the state received a Georgia Match letter letting them know which USG and TCSG institutions they are academically eligible to attend. Students can request information from any of the colleges listed on their letter, or claim their spot for admission at up to 3 of those colleges.
- Student information is sent to OTC daily for both the students requesting information and those claiming their spot. We send information about OTC to those who request info and instructions on completing their admission process to those claiming their spot and will continue to communicate to both groups during the remainder of their senior year.
- At this time, we have 20 students who have requested information on OTC and 9 students who have claimed their spot with us. We are optimistic that this will prove a successful initiative for the state and for OTC.

Community/Recruitment Events

- OTC partnered with the Kiwanis Club to support the annual Kiwanis Ogeechee Fair. Twenty employees participated in the fair parade on Monday along with the OTC-branded tractor and sand rail. A fair booth will be set up all week at the fair as well with information about OTC.
- On October 24th, 200 Bulloch County 9th graders will tour campus and meet with program instructors as part of the Bulloch County Career-Workforce Development Plan.

Student Activities Update

- Fall Festival – Monday, October 23, 12:00 – 3:00 pm, OTC Pavilion

New Student Affairs Employees

- Michelle Fields – Dual Enrollment Coordinator/Recruiter
- Ann Johnson – Student Success Coach
- Shannon Mitchell – Executive Director for Enrollment Services
- Tiffany Williams – Director for Career & Student Support Services

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- August 30, 2023 YTD budgeted revenue/expenses were \$20M. We received \$3.5M in revenue and expensed \$2.3M. The financial report shows a net income of \$1.2M.
- August 30, 2023 YTD Total Current Assets - \$4M; Total Assets - \$4.3M = Total Liabilities/Fund Balances \$4.3M.
- We received 17 % of our anticipated revenue and we expensed or encumbered 19%.
- We received \$1.6K of our state funds, which is 15% of our anticipated budget of \$10,203,565.
- We received \$31M, of our federal funds, which is 4% of our anticipated budget of \$840,694.
- We generated \$1.6M in local funds, which is 17% of our anticipated budget of \$9,147,531.
- We have received and expensed 344K (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Edwards, seconded by T. Phillips, all in favor; none opposed; the Board reviewed and accepted the August 30, 2023 financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith* (*Michelle Davis reported in Brannen's absence*) **Scholarship Banquet –**

- Held the scholarship banquet on September 26, 2023.
- Thank you to all the local board members who were able to attend.
- 55 of the 83 recipients were present and strategically placed at the tables with the donors
- Evening was a success – received many compliments with the new format

J. David Russell Memorial Golf Tournament:

- Hosted on Thursday, October 5, 2023, Forest Heights Country Club
- Maximum number of teams (n=25) participated this year along with a waiting list. Giving consideration of opening a morning flight for next year
- Change of format this year with the “grab and go” style lunch
- Both major raffles (boat tour, 50 ft putt) successful
- Still waiting on some invoices – will report NET income from event next month
- Next year's tournament is scheduled for October 3, 2024.

Fundraising

- Continuing to work with anonymous donor for memorial endowment (min. \$25k)
- Working with CDL on specs to secure trailer for program
- Several major gift proposals to go out prior to year's end

TCSG Leadership Conference (October 23-25, Savannah, GA)

- Joint Board Dinner is Monday, October 23
 - Trolley will pick us up outside the Hyatt Regency at 6:15 pm
 - Arrive at the Alida Restaurant and rooftop bar – Social Hour 6:30 pm to 7:30 pm
 - Dinner begins at 7:30 pm

Upcoming Events

- Diamond Donor Soirée – Friday, October 27, 7-9 pm, OTC Pavilion
- Thanksgiving Lunch – November 16, Noon, JHB Oak Room
- Holiday Party – December 7, 5:00 pm, JHB Atrium

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- Current enrollment is 88 students (315 goal); MSGs 28% (48% goal)
- GED – 2 (36 goal); several more in process to complete
- Adult Ed staff very involved in the golf tournament this year. Adult Ed student spoke at the start of tournament play.

Industry Training, Continuing Education, and Apprenticeships

- 64,430 training hours; \$628,683 in revenue
- 6th Amazon cohort in progress. The College has agreed to take an additional cohort of Apprentices in two weeks to give us an outstanding close for this calendar year, and an outstanding start to FY24.
- First GISRTC Advisory Board meeting – October 26
- Hal McCool – Hosted Jose Marcelo Augusto de Felippes & Natalie Sanchez with the International Transportation Industry chamber on a tour of the robotics and industrial systems labs. The International Transportation Industry Chamber is looking to bring this type of training to Brazil.
- The college was asked by GSU's School of Nursig to provide Basic Life Support/American Heart Training to 50 students entering their Spring Nursing cohort at the University.

INSTITUTIONAL EFFECTIVENESS: *Melissa White* (President Durden reported in Melissa and Brandy's absences)

Plans, Manuals, Handbooks, Guides*

- Library Services Plan
- Student Affairs Plan

Procedures*

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

Upon a motion by M. Edwards, seconded by G. Waits; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

Occupational Studies Building Renovation Project

The project continues to progress and the overall look and feel of the renovation is coming together nicely. The scope of the project has expanded to include fresh paint in the cosmetology salon area. This space serves as an instructional area and a public face of the college for external patrons of the cosmetology program. Although we are good stewards of our funds, the overall image of OTC is paramount in all decisions!

The image below shows the new lighting, new wall covering on the partition walls, and the new paint scheme. Carpet is going in next week to complete the renovation of this area, allowing it to be used again for both internal and external events.

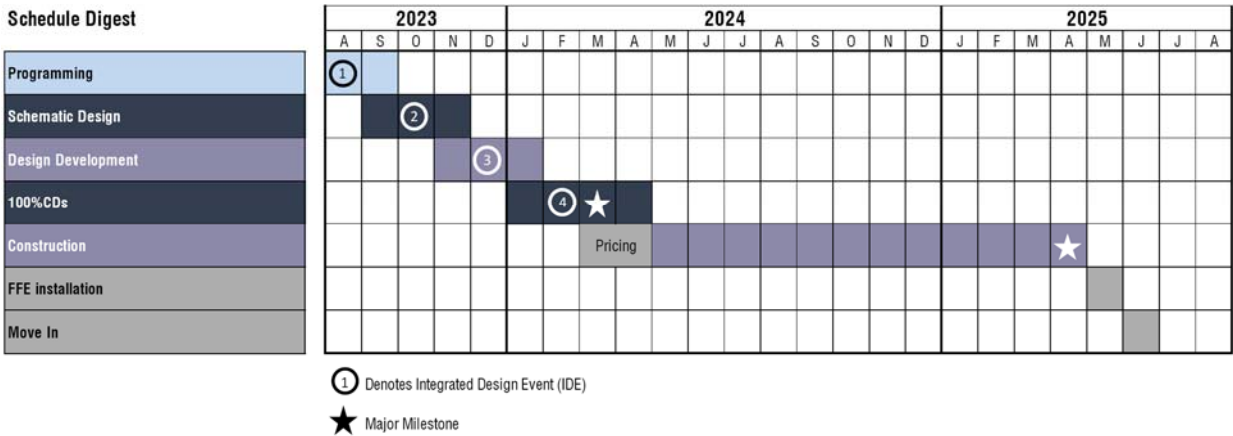


Below is an Adult Education classroom that has been completed.



TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center

The project is progressing well with the understanding early planning will pay off long term. But, we need this facility “ASAP” because unlike most college projects which are based on academic calendars, this project is more similar to a business. Every day we aren’t open pushes back our ability fill gaps in the workforce - and results in revenue loss. Below are several excerpts from our design meetings. They show the schedule, our design drivers, space allocation requests, and an example of a concept for the building. Concepts are critical in the design process as a way to visualize our list of needs in a building layout while also showing relationships of the various spaces. After the design meeting yesterday, a more realistic opening date is Fall 2025.



KEY DESIGN DRIVERS

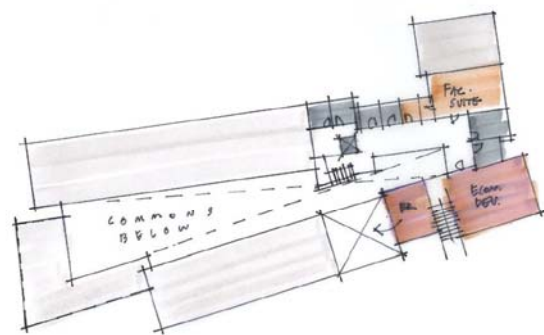
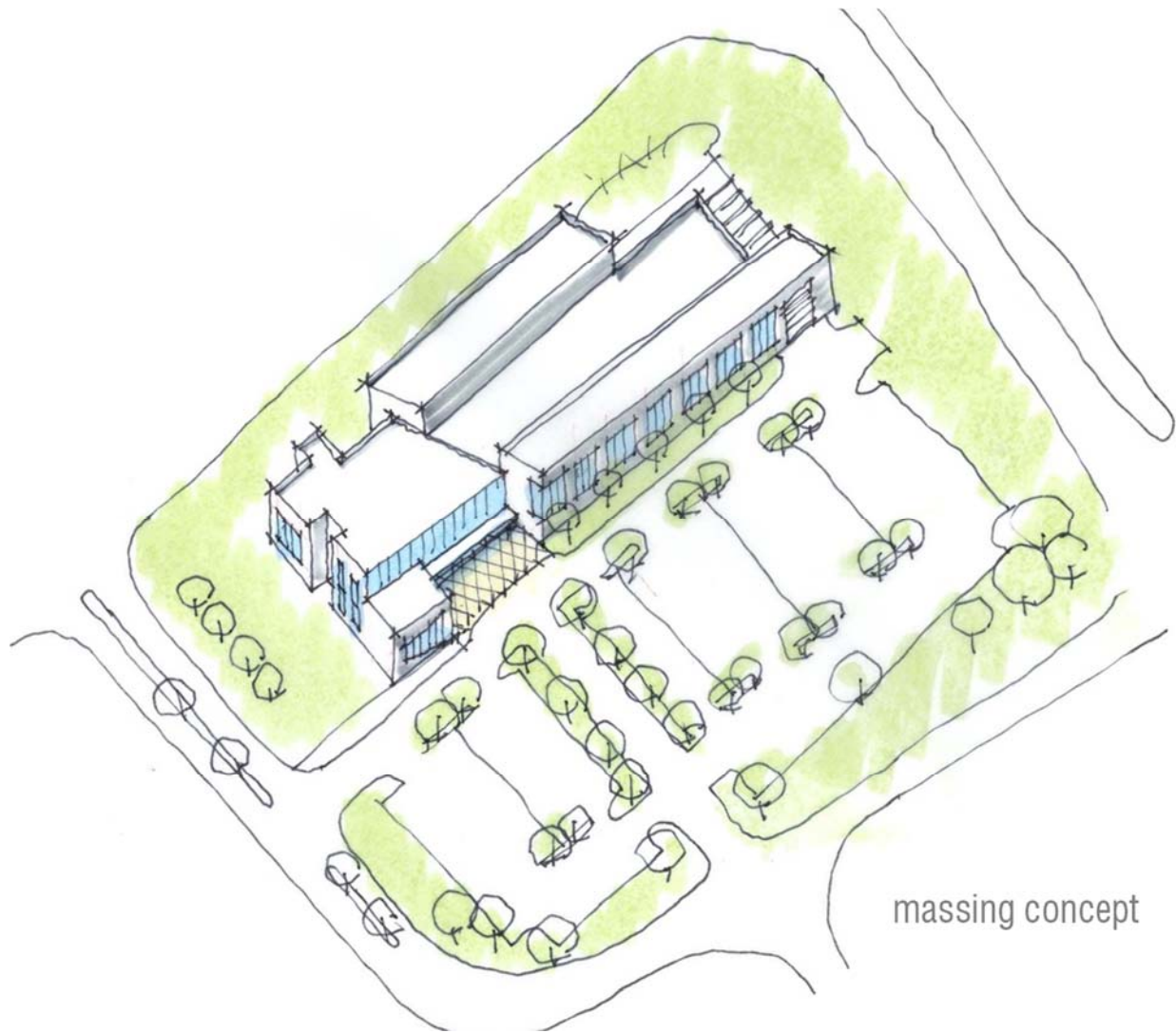
- **Revenue Generation for the College**
 - Goal is to train 122,000 hours x 3
 - Will require a mix of in-person and remote training solutions
- **WOW! Factor**
 - Modern Technological Innovation & Sophistication
 - Industrial Elegance / Timeless Design
- **Long Life, Loose Fit – design for change in the future**
- **Capacity**
 - Accommodate many things happening at the same time
 - Envision all of the labs full concurrently
 - Amazon students are on campus 8 hours a day
- **Right-Size the Training Labs**
 - Prefer smaller labs without fixed equipment (CNC and Robotics labs are an exception)
 - Need to be able to easily combine labs in the future
 - Embedded classrooms/offices are not preferred
 - Computer classrooms will use laptops in lieu of CPUs

Program Verification

Industrial Systems Maint Program AND Industrial Robotics Program						
	ASF	Qty	NSF	GF	GSF	Comments
Training Lab	1,200	7	8,400	1.30	10,920	10-12 ppl typ. All mostly same layout (no fixed equipment). Exterior, classroom, & storage access not req. 13'-14' min. ceiling height req. All labs could be used as robotics in the future
Robotics Training Lab	1,600	1	1,600	1.30	2,080	6-12 ppl w/ movable chairs/desks. Layout based on large fixed equipment (robots) locations. Prioritize views into space.
Technology Lab / Testing Lab	1,200	1	1,200	1.60	1,920	18-20 ppl test at a time. Provide 30 wired desks. "Classroom feel". Lap tops kept in racks. Must be adj to PLC classroom to be used as secondary PLC class in future.
Classroom	1,000	2	2,000	1.60	3,200	40 ppl. Flexible use space w/ capability of remote learning.
Training Lab IOT	1,250	1	1,250	1.30	1,625	14-18 ppl w/ movable seating/desks. Layout based on fixed, high-level IoT equipment. Accommodate (1) trainer w/ conveyor system w/ approx 8 stations. IoT training mostly thru software/programming and can be remote.
PLC Classroom	2,000	1	2,000	1.60	3,200	40 ppl w/ 25-30 desktop trainer stations. Trainer station is 30"x24" ea. (Provide 2 trainer stations per person) Accommodate PLC (8' x 8' x 8' cube). Layout similar to lecture hall.
Classroom - 3 tier	1,400	1	1,400	1.60	2,240	75 ppl max. Layout like lecture hall with ability to use as "community space"
Video Studio	125	1	125	1.60	200	"One-button studio" to film training videos. Accommodate 1-2 ppl w/ equipment rolled in on carts. 3' door is fine.
Storage	1,000	1	1,000	1.60	1,600	Can be spread out across building. Student dedicated storage not req.
			18,975		26,985	

CNC/Advanced Manufacturing						
	ASF	Qty	NSF	GF	GSF	Comments
Training Lab	1,600	1	1,600	1.30	2,080	Contains large, heavy equipment in fixed locations. Accommodate 2-3 CNCs, 6-7 robots, 2 manual lathes, and several mills (TBD). Provide direct access to exterior w/ OH door for deliveries.
Storage	200	1	200	1.60	320	Can be combined with ISIR storage and dispersed throughout bldg.
			1,800		2,400	

NSF 26,849 GF 1.46 GSF 39,103



 first floor

second floor

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- President Durden reviewed AY2023 accomplishments and AY2024 Goals.
 - FY23 –
 - Enrollment was down 5%;
 - credit and non-credit students served 5500;
 - 6,000 people came on this campus through external events
 - AY24 –
 - 7-Day Enrollment report is up 12%, TCSG is up 9.8%. This is a record year so far in many years. Tide is turning on how parents and students are viewing Higher Ed and technical education is becoming the student's first choice for continuing their education.
 - GISTIRTC
 - Strategic Initiative Programs: CTD, Cybersecurity & related, Nursing, Manufacturing, Law Enforcement, Aviation, EV Hybrid/EV Technology
 - MOU signing with Hyundai (HMGMA)
 - Area Economic Growth – Total investments of \$10B and \$17K jobs in surrounding counties (Bryan, Bulloch, Candler, Chatham, Effingham, and Liberty).
 - Launch of ASN program Spring 2024 with the first cohort of 24.
 - Launched new marketing campaign "Take Control" – less time to completion, little to no debt, great job placement
- Upcoming Events:
 - Diamond Donor Sioree – Donor event, Friday, October 27, 7:00 – 9:00 pm, OTC Pavilion
 - Fall Open House – November 11, 9:00 – 12:00
 - Thanksgiving Lunch & Tree Lighting – November 16, Noon
 - Holiday Party - December 7, 5:00 pm, JHB Atrium

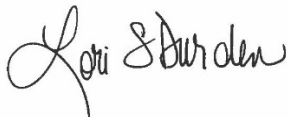
CHAIRPERSON'S REPORT: *Bobby Jones*

- Thank you for your time today. Looking forward to the conference in Savannah next week.

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

The next meeting of the Local Board of Directors is November 15, 2023, 9:00 a.m., David Boardroom

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

November 15, 2023 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Caughey Hearn, Bobby Jones, Stephen Pennington, Brannen Smith, Micheal Summers, and Christina Young

MEMBERS ABSENT: Teresa Phillips, Grace Waits and Melissa White

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

STAFF ABSENT: Dr. Ryan Foley

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

INVOCATION: Micheal Summers gave the invocation.

REVIEW OF AGENDA: Upon a motion by B. Smith, seconded by S. Pennington; all in favor; none opposed; the Board accepted the agenda with reverting back to Bobby Jones leading the meeting.

REVIEW OF MINUTES: Upon a motion by M. Edwards, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of October 18, 2023 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the October 24, 2023 State Board Meeting the Electric Vehicle Professional (EVP1) TCC was approved, effective January 2024.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips (Christy Rikard reported in Teresa's absence)*

Advisory Committee Update*

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

Upon a motion by M Edwards, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the new Advisory Committee members as presented.

Program Updates

- **Dental Assisting** - Ogeechee Technical College was voted as having the "Best Instructor," Yvonne Jenkins by the readers of the Statesboro Herald for the 2023 Best of the Boro contest. This is the fourth year in a row that an instructor from Ogeechee Technical College has won the Best of the Boro "Best Instructor" category. Jenkins, who serves as OTC's Dental Assisting Program Director, has been an instructor at OTC for over 22

years. She has a Bachelor of Science Degree from the Medical College of Georgia and has over 30 years of experience in the dental field, both in private practice and as an educator. Jenkins is a Certified Dental Assistant and a Registered Dental Hygienist.

- The Dental Assisting program accreditation sit visit is November 29-30, 2023.
- The **Diesel Technology** program got to experience Christmas a little early this year when they received a Cummins ISX Diesel Engine Trainer for use in the lab. Completely operational and safe, this standard trainer is easy to work on and complies with manufacturer rules and specifications related to all OEM codes, colors, and electronics. This trainer was an investment of a little more than \$85,000 and we were able to utilize Perkins grant funds to purchase it.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

Spring Enrollment Goals –

- Spring 2024 registration opened early October and our enrollment goal is a 10% increase over last Spring semester. This equates to 2100 students and 19,200 credit hours.
- To help achieve this goal we employ many strategies including advisor outreach. Each Monday, advisors receive a fresh list of any current students who have not yet registered for spring and a list of any newly accepted students who aren't yet registered. Advisors work these lists and encourage students throughout the week to enroll.
- In addition to the weekly reports, on specific dates we have a more targeted approach called Open Advisement. On these days students are told to expect communication from their advisor throughout the day, or they can come to campus and connect with their advisor on a drop-in basis. We had Open Advisement yesterday and saw nearly 100 students registered for spring.
- Currently, we are trending up in overall spring enrollment compared to this time last year.

Tutor.com – We launched a new partnership with an online tutoring service, Tutor.com, last month. This service allows our students access to 24/7 online, on-demand, and scheduled tutoring in over 250 subjects. In addition, it provides writing review services, test prep content, study resources, and free webinars. We are excited to see how this service helps support our students academically whenever that help is needed. This replaces SmartThinking.

Open House – Fall Open House was held this past Saturday, November 11, in the Jack Hill Building. Although the weather was not ideal, we had many students and their families come out to explore all OTC offerings. At Open House students could apply for admission for free, complete their financial aid application, speak to faculty members from all program areas, and learn about Adult Education, Continuing Education, and facility rentals all in the same building.

OASIS Food Pantry –

- OASIS (Outreach Assisting Students in Shortage) was created nearly 4 years ago to help combat food insecurity among our students. Each fall, we do a meal giveaway coinciding with Thanksgiving and provide a turkey or ham and all the fixings for a traditional Thanksgiving meal. This year, we received 17 requests and those students are picking up those meals throughout the week.
- We applied for a grant for OASIS through the national organization Swipe Out Hunger and were awarded \$3,000 toward supplying the pantry. This is in addition to two apartment-sized refrigerators and \$700 last academic year.

ADMINISTRATIVE SERVICES: *Grace Waits* (Eyvonne reported in Grace's absence)

Financial Reports*

- September 30, 2023 YTD budgeted revenue/expenses were \$24M. We received 10.2M\$M in revenue and expensed \$8M. The financial report shows a net income of \$2.3M.
- September 30, 2023 YTD Total Current Assets - \$5.1M; Total Assets - \$5.3M = Total Liabilities/Fund Balances \$5.3M.
- We received 42% of our anticipated revenue and we expensed or encumbered 38%.
- We received \$2.3M of our state funds, which is 23% of our anticipated budget of \$10,213,649.
- We received \$82K, of our federal funds, which is 10% of our anticipated budget of \$840,694.
- We generated \$3.8M in local funds, which is 42% of our anticipated budget of \$9,149,231.
- We have received and expensed \$3.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M Edwards, seconded by M. Summers, all in favor; none opposed; the Board reviewed and accepted the September 30, 2023 financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith*

Thanked everyone who attended the conference in Savannah. Ogeechee Tech Foundation received Role Model Board during the conference for the second year in a row.

Diamond Donor Soirée event was held on October 27. This was the first time the Foundation held an event thanking their top donors. Thank you to Christina Harrell and Karen Mobley for organizing the event.

Net asset growth since 2019 – 45.8% (2.5M to 3.6M); projecting an 80.9% increase (over 4.5M) by 2024.

Fundraising

- Received a \$2500 donation following the donor soiree.
- Continuing to work with anonymous donor for memorial endowment (min. \$25k)
- Several major gift proposals to go out prior to year's end; 2 for \$500K and one for \$100K.

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- Current enrollment is 109 (315 goal); MSGs 27.2% (48% goal)
- GED – 4 (36 goal)
- Request by Hyudai for ESOL classes

Industry Training, Continuing Education, and Apprenticeships

- YTD 10/31/23 - 80K hours; \$780K revenue
- Night Scope Robotics Roadshow
- AHA - 145 certified instructors

INSTITUTIONAL EFFECTIVENESS: *Melissa White* (*Dr. Brandy Taylor reported in Melissa and absence*)

Mission/Vision Review* - Part of the Strategic Planning process. No suggested changes have been made in FY24.

Upon a motion by M. Edwards, seconded by C. Young; all in favor; none opposed; the Board reviewed and accepted the Mission/Vision as presented.

Plans, Manuals, Handbooks, Guides*

- Academic Advising Handbook
- Business Office Procedures/Internal Controls Manual
- Faculty Credentials Review Manual

Procedures*

- 2.3.2p1. Public Complaint Procedure
- 3.2.1p. Intellectual Property Procedure
- 3.3.3p1. Use of Campus Facilities Procedure
- 3.3.3p5. Business Office Procedures for Facility Rentals
- 3.3.6p. Alcohol on Campus Procedure
- 5.1.2p4. Library Materials Selection Procedure

Upon a motion by M. Edwards, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

Annual Energy Review – Governor Energy Challenge

Each college reports annual usage of all forms of energy as part of an initiative created by Gov. Perdue in 2008. The goal was to reduce consumption while generally raising energy conservation awareness. The college consistently meets these goals for the past 16 years. In FY23 (July 2022 - June 2023), the college spent a total of \$673,875 to support 330,552 square feet of space. This is actually a 12% decrease from FY22. Further review shows our electricity consumption was slightly higher (1%) but there was a small decrease in electricity unit cost (\$0.003). Although gas utilization was higher in both consumption and cost, it poses minimal impact to the overall numbers due to the scale (10% of total cost). The surprise of FY23 came in the cost of water - which also includes sewer. Our consumption and cost were down 50%, for a savings of \$98,757 dollars versus the previous year – which was statistically higher than average, but there was still notable savings. Hopefully Mother Nature will be good to us in FY24!

TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center

The pace of the project is picking up and is coming together nicely. Below are basic floorplans of the first and second level along with several exterior renderings. The 'look' of the building is still developing but the 3D renderings show the building's shape and placement on the site.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Local Board members that are certified board members. Micheal Summers and Christina Young became certified board members during the Leadership Conference this year. Bobby Jones has been certified for many years.
- Joint Development Authority conducted a Workforce Study. The results will be presented at the next Industry Meeting. 7 Key Takeaways:

- Overall, labor supply is extremely tight in the region
- Competitive pay and enhancing employee retention have become increasingly important
- Future demand will vary annually, but top needs will continue to be technical and production roles
- Workforce development initiatives must work to draw more high school graduates into industries including manufacturing
- Available labor from annual military departures is underutilized
- The Savannah region has a number of workforce strengths and several challenges
- Regional employers must take a more active role in addressing workforce challenges
- Job announcement for VP for College Advancement is posted. If you know of anyone who will be a good fit for the position, please let President Durden know.
- Thanksgiving Lunch & Tree Lighting – November 16, Noon, JHB Oak Room
- Holiday Party – December 7, 5:00 pm, JHB Atrium
- Retirement Reception for Michelle Davis – December 13, 5:30 pm, FHCC.
- President Durden expressed her appreciation for the Boards time and commitment to the college and presented each board member with a holiday basket.

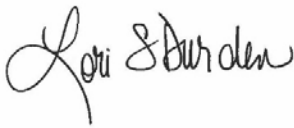
CLOSING REMARKS: *Bobby Jones*

Bobby thanked the board for their support and wished everyone a happy and safe holiday season.

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

The next meeting of the Local Board of Directors is February 21, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori S. Durden". The signature is written in black ink and is positioned above the printed name and title.

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

February 21, 2024 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Bobby Jones, Stephen Pennington, Teresa Phillips, Micheal Summers, Grace Waits, Melissa White and Christina Young

MEMBERS ABSENT: Caughey Hearn and Brannen Smith

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

STAFF ABSENT: None

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

INVOCATION: Micheal Summers gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by T. Phillips, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of November 2023 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- During the December 2023 State Board Meeting OTC's Mission and Vision statements were approved as presented.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Updates

- Ogeechee Technical College's (OTC) Wildlife Club was named Organization Partner of the Year by the Ogeechee River Keepers

Over the course of the last year, the OTC Wildlife Club has helped with a bi-monthly clean-up of Little Lott's Creek located near downtown Statesboro. In previous years they have also assisted with water testing and trash cleanup in the Canoochee River in Evans County.

- As part of a partnership with Hyundai Motor Group Metaplant America (HMGMA), OTC is proud to announce the launch of an Electric Vehicle Professional Technical Certificate of Credit (TCC). The 8 credit-hour program will launch during Term B of the Spring 2024 semester.

The Electric Vehicle Professional TCC was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Completion of the

certificate guarantees an interview with HMGMA and if hired, a higher rate of pay.

- Jan Martin, Radiologic Technology Program Director, was chosen to participate in the Consensus Committee on the Future of Medical Imaging and Radiation Therapy February 18-20, 2024. The American Society of Radiologic Technologists (ASRT), American Registry of Radiologic Technologists (ARRT), and the Joint Review Committee on Education in Radiologic Technology (JRCERT) will host the meeting at the ASRT headquarters.
- Discussion topics include workforce shortage, rationale, impact, and solutions.
- The Associate of Science in Nursing program accepted its inaugural class of 24 students who started the program in January. In addition, the College will host a site visit from the Georgia Board of Nursing (GBON) on March 6, 2024 to review the program and ensure compliance with GBON rules.
- Paula Clifton & Ashley Ford (student) participated in a podcast with Commissioner Amy Jacobs of The Georgia Department of Early Care and Learning highlighting Ashley being a GOAL winner from Early Childhood Education.

Rick Perkins Award (RPA)

- Donny Collins, Computer Information Systems Instructor, was recently named Ogeechee Technical College's 2024 Rick Perkins Award for Excellence in Technical Instruction recipient at the annual Spring Faculty & Staff Meeting and Awards Ceremony held on January 24 in the Joseph E. Kennedy Auditorium.

The Rick Perkins Award for Excellence in Technical Instruction is an annual, statewide competition that honors the Technical College System of Georgia's most outstanding instructors. Started in 1991, this honor recognizes technical college instructors who make significant contributions to technical education through service, innovation, and leadership in their field.

- Following OTC's nomination, Collins will interview in the regional competition in Tifton on February 27. If selected as one of three finalists from the region he will move on to compete for the state title the week of April 29 – May 2 in Atlanta.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

Spring Semester 2024 Enrollment – 7-day Report

- In the packet, you'll see TCSG's preliminary enrollment data for all colleges for Spring 2024. On the census date this information was pulled, we had 2,082 students registered for the spring semester, which is an 8.4% increase over last year. We increased in all areas: 9.3% in credit hours, 9.4% in traditional student enrollment, and 4.7% in dual enrollment!

Georgia Occupational Award of Leadership (GOAL)

- Ashley Ford, a student in our Early Childhood Care & Education program, was recently named OTC's 2024 Georgia Occupational Award of Leadership (GOAL) recipient.
- Both the GOAL and Rick Perkins Award winners will participate in a regional competition this Tuesday, February 27th in Tifton, GA.

Dual Enrollment Appreciation Event

- On Thursday, February 8th, Ogeechee Tech hosted the third annual Dual Enrollment Appreciation Event. Twenty-four local high school counselors, staff members, and Board of Education staff joined some of our OTC team for breakfast. During the meal, attendees heard from various speakers including: deans and faculty to share about

specific programs, Ashley Ford as our GOAL student of the year, and a current dual enrollment student to share about his experience in our Cosmetology program. The dual enrollment team shared updates about the process and fielded questions from the guests. This event was held in order to show our thanks to our external dual enrollment partners in addition to sharing useful information with them.

Commencement

- Please mark your calendars for the 2024 Commencement Ceremony. This year's event will be held on May 9th at 7:00pm in Hanner Fieldhouse.

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- **November 30, 2023** YTD budgeted revenue/expenses were \$24.5M. We received \$13.4M in revenue and expensed \$12.3M. The financial report shows a net income of \$1M.
- November 30, 2023 YTD Total Current Assets - \$3.7M; Total Assets - \$4M = Total Liabilities/Fund Balances \$4M.
- We received 55% of our anticipated revenue and we expensed or encumbered 54%.
- We received \$4M of our state funds, which is 39% of our anticipated budget of \$10,298,650.
- We received \$168K, of our federal funds, which is 18% of our anticipated budget of \$947,593.
- We generated \$5M in local funds, which is 55% of our anticipated budget of \$9,234,231.
- We have received and expensed \$4.1M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by M. Edwards, all in favor; none opposed; the Board reviewed and accepted the November 30, 2023 financial report as presented.

- **December 31, 2023** YTD budgeted revenue/expenses were \$24.6M. We received \$14,440,199 in revenue and expensed \$14,463,260. The financial report shows a net income of **-\$23,061**.
 - Governor Kemp gave \$1,000 COL stipend to all full time employees. These are reimbursable funds not yet received by the College which created a net loss for the month of December 2023.
- December 31, 2023 YTD Total Current Assets - \$2.5M; Total Assets - \$2.9M = Total Liabilities/Fund Balances \$2.9M.
- We received 59% of our anticipated revenue and we expensed or encumbered 61%.
- We received \$4.85M of our state funds, which is 47% of our anticipated budget of \$10,300,680.
- We received \$231K, of our federal funds, which is 24% of our anticipated budget of \$947,593.
- We generated \$5.2M in local funds, which is 57% of our anticipated budget of \$9,238,289.
- We have received and expensed \$4.1M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Edwards seconded by T. Phillips, all in favor; none opposed; the Board reviewed and accepted the December 31, 2023 financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith* (Larry Mays reported in Brannen's absence)

2024 iGot Campaign:

- Local Board pre-call packets distributed (Please have all pre-calls completed by 3/4/24).
Contact Foundation staff when complete to arrange pickup.
- Encouraged all board member to attend kickoff events.
- Downtown Rotary, Claxton Rotary, Screven Rotary & Evans County Kickoff have been completed.
- Screven Lions Club- Monday, February 26th 7:00 Net's Seafood Sylvania
- Screven County kickoff lunch- Tuesday, February 27th 12:00 Little Dipper Café Sylvania
- Brooklet Kiwanis Club- Tuesday, February 27th 7:00 Randy Newman Center Brooklet
- Statesboro Exchange Club- Tuesday, March 5th 12:00 Uncle Shugs on Main Statesboro
- Statesboro Kiwanis Club- Thursday, March 7th 12:00 Kiwanis Fair Grounds Statesboro
- Statesboro Rotary Club- Wednesday, March 13th 12:00 Forest Heights CC Statesboro
- OTC Professional Development Day- Thursday March 14th 8:00 Oak Room- please join us and come serve breakfast to fac/staff.
- Bulloch County kickoff Breakfast- Tuesday, March 19th 8:30 Oak Room
- iGot Celebration- Thursday, March 28th 6:30-8:30 Visit Statesboro Warehouse (details to come)

Fundraising:

- The Strickland Foundation has committed to donate \$500K (100K/5yrs) to establish "The Strickland Promise" for Evans County students, beginning with 2024 graduates of Claxton High & Pinewood, to attend OTC for FREE after any Federal, State or scholarships have been paid.
- Joon Georgia donated \$7500 to the Foundation along with other community partners and held a banquet.

Future Dates to Hold:

- Tuesday, September 24, Scholarship Banquet - Oak Room
- Thursday, October 3, J. David Memorial Golf Tournament – FHCC
- Monday/Tuesday, 10.21 –23.2024, Leadership Conference Savannah

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- Current enrollment is 183 (315 goal); MSGs 60% (48% goal)
- GED – 10 (36 goal)
- ESL classes for Hyundai and Hyundai suppliers – expecting 25 in the first class
- IET training enrollment is at 50% of goal

Industry Training, Continuing Education, and Apprenticeships

- YTD 1/30/24 - 131,025K hours; \$1,165,985K revenue
- Business and Industry showcase for 10th graders is March 6; 22 companies participating
- Destiny 1/Modern Campus rollout kicks off February 21

INSTITUTIONAL EFFECTIVENESS: *Melissa White*

Plans, Manuals, Handbooks, Guides*

- Disaster Recovery Plan
- Technology Plan
- Warranty Claim Procedures Manual

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
- 3.3.4p3. Privacy Notice to Computer Users Procedure
- 3.3.4p4. Remote Access Procedure
- 3.3.4p5. Laptop Computer Use Procedure
- 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
- 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
- 5.1.11p2. Automotive Technology Live Work Projects Procedure
- 5.1.11p3. Cosmetology/Esthetician Live Work Projects Procedure
- 5.1.11p4. Electrical Systems Technology Live Work Projects Procedure
- 5.1.11p5. Funeral Service Education Live Work Projects Procedure
- 5.1.11p6. Hospitality/Culinary Arts Live Work Projects Procedure
- 5.1.11p7. Opticianry Live Work Projects Procedure
- 5.1.11p10. Heavy Diesel Technology Live Work Projects Procedure
- 5.1.11p11. Construction Technology Live Work Projects Procedure
- 6.2.1p4. Student Assessment Procedure
- 6.4.1p1. College Catalogs Procedure

Upon a motion by M. Edwards, seconded by G. Waits; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

Jack & Muriel Strickland Building (Hagan Campus) - The Jack and Muriel Strickland Building provides instructional and administrative space for several programs including Commercial Truck Driving, Heavy Diesel, and Adult Education. The building is also used for community events and serves as the face of Ogeechee Tech in Evans County. The college was fortunate to have FY24 MRR funds available to replace all carpeting and repaint all interior walls. Notably, the service was provided by a local contractor, Greg Threatte Carpentry. The scope of work is shown below and was completed in late January.

TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center - The project continues to develop as we work on construction details and remaining in budget. The process is long and tedious but early planning always pays off in both budget and final results. The image and floor plans below show the ongoing development.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Spring enrollment is strong, up 9.4%
- Excited about the new RN and EVP programs
- iGot is upon us. The Bulloch County kick-off is on March 19. Please call on those in your packets prior to the kick off date.
- Lori is coordinating a site visit and tour of the Hyundai facility for EC and the Local Board. We will let you know as soon as it is scheduled.
- Legislative update –
 - Governor's proposed FY25 budget includes a 4% COLA for full-time employees; capped at \$3,000, \$9.4M increase for TCSG as a whole (based on credit hour

increase), \$1.8M for 22 additional full-time police officers for TCSG (1 per campus), and \$3.5M for FFE for the new GISRTC building.

- Lori expressed how thrilled we are to have Melissa back at the board meeting.

CLOSING REMARKS: *Bobby Jones*

Glad to see everyone again. All information shared today is important to us all. Bobby welcomed Larry Mays to the team.

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 March 20, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

March 20, 2024 | 9:00 a.m.

MEMBERS PRESENT: Mac Edwards, Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, and Christina Young

MEMBERS ABSENT: Grace Waits and Melissa White

STAFF PRESENT: Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: Dr. Ryan Foley

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

INVOCATION: Bobby Jones gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by T. Phillips, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of February 21, 2024 Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- NA

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Updates

- February was National Children's Dental Health month. Smiles, Giggles, and Hugs Pre-K students visited OTC's Dental Assisting classroom on Tuesday, February 27th. The Dental Assisting students played games with the pre-K students and talked about germ bugs (bacterial plaque) as well as proper brushing and flossing.
- Dental Assisting students also visited with about 230 children in the community on Wednesday, February 28th. They went to the following area Pre-K classrooms on Wednesday, February 28th: Brooklet Elementary, Bulloch Academy, First Baptist Pre-K and preschool, Southeast Bulloch, and Stilson Elementary.
- The Medical Assisting Program has been ranked third out of 41 schools that offer Medical Assisting Programs in the state of Georgia for 2024 by MedicalAssistantAdvice.com.
- Amber Stewart, a Business Banking Officer with Renasant Bank, shared her wisdom with Ogeechee Technical College Business Management students during their Introduction to Business class on February 27. The discussion primarily focused on the small business loan process, the value of Statesboro's local Small Business Development Center, and the challenges presented by an unpredictable business cycle.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

- **SkillsUSA Competition**
 - OTC's SkillsUSA team won two gold medals, two silver medals, and one bronze medal at the SkillsUSA Georgia State Leadership and Skills Conference in Atlanta in February. OTC competed in four categories winning gold medals in Cybersecurity and Career Pathways – Industrial & Engineering Technology, a silver medal in Esthetics, and both a silver and bronze medal in Early Childhood Care & Education.
 - Students who won gold medals will now travel to the SkillsUSA National Event this summer to compete against students from across the country.
- **Spring Open House**
 - OTC's Spring Open House is scheduled for Tuesday, April 9 from 5 to 7pm in Statesboro. The public will have an opportunity to explore campus, visit with program faculty, complete the FAFSA with assistance from financial aid representatives, and apply for admission for free.
- **Career Fair**
 - Employers representing around 70 different companies will have the chance to interact with students and members of the public on campus on April 10th for the annual OTC Career Fair. This event always proves to be very beneficial to our students who are able to submit applications and resumes to employers with open positions. We also partner with Bulloch County Schools to bus over high school seniors to take advantage of the fair.
- **Student Activities Update**
 - Student Activities is busy planning different events for students to attend this semester. On Monday, March 11, Spring Fling proved to be a fun way for students to shake any midterm stress. About 80 students competed to win different challenges. Veterinary Technology won the obstacle course and Cosmetology won both the relay race and tug-of-war.
 - Some other upcoming events include an Easter Egg Hunt on March 27, a Movie Night on April 4, and a volunteer opportunity with the Soup Kitchen on April 13.

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- **January 31, 2024** YTD budgeted revenue/expenses were \$28.1M. We received \$21.1M in revenue and expensed \$19.3M. The financial report shows a net income of \$1.7M.
- January 31, 2024 YTD Total Current Assets - \$4.5M; Total Assets - \$4.8M = Total Liabilities/Fund Balances \$4.8M.
- We received 75% of our anticipated revenue and we expensed or encumbered 71%.
- We received \$5.7M of our state funds, which is 39% of our anticipated budget of \$10,445,793.
- We received \$379K, of our federal funds, which is 40% of our anticipated budget of \$947,593.
- We generated \$7.6M in local funds, which is 82% of our anticipated budget of \$9,263,991.
- We have received and expensed \$7.4M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the January 31, 2024 financial report as presented.

- **February 29, 2024** YTD budgeted revenue/expenses were \$28.4M. We received \$23M in revenue and expensed \$21.6M. The financial report shows a net income of \$1.4M.
- February 29, 2024 YTD Total Current Assets - \$4.3M; Total Assets - \$4.5M = Total Liabilities/Fund Balances \$4.5M.
- We received 81% of our anticipated revenue and we expensed or encumbered 78%.
- We received \$6.8M of our state funds, which is 65% of our anticipated budget of \$10,509,842.
- We received \$435K, of our federal funds, which is 44% of our anticipated budget of \$989,221.
- We generated \$8.2M in local funds, which is 88% of our anticipated budget of \$9,363,992.
- We have received and expensed \$7.6M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Edwards seconded by M. Summers, all in favor; none opposed; the Board reviewed and accepted the February 29, 2024 financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith*

2024 iGot Campaign:

- Completed all Civic Club speaking engagements.
 - 8 civic clubs spread out among the three counties in service area.
- County Kickoff events
 - Evans County – Huge success (Strickland Promise announced)
 - Screven County – Packed house
 - Bulloch County – Great turn out
- Internal Kickoff event
 - Encouraged all staff to give and explained the importance of internal support.

WE ARE OTC Celebration - Thursday, March 28th 6:30-8:30 “The Market” @ Visit Statesboro

Fundraising:

- Working on getting the final iGOT numbers together for WE ARE OTC event.

Scholarship:

- Scholarship applications for Fall 2024 and Spring 2025 open on April 15th and close on June 30th.
- Foundation will market scholarships through both Open House and scholarship workshops on campus throughout the spring.
- Looking into which programs have scholarships to award and which need to be addressed.

Miscellaneous:

- Reviewing Foundation Bylaws and Policies for Foundation Board to update.

Future Dates to hold:

- Tuesday, September 24, 2024, Scholarship Banquet- Oak Room
- Thursday, October 3, 2024, J. David Memorial Golf Tournament – FHCC
- Monday/Tuesday, 10/21 –10/23, 2024, Leadership Conference Savannah

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- Current enrollment is 193 (315 goal); MSGs 39% (48% goal)
- GED – 11 (36 goal)
- Signed contract with Smith Transitional Center to begin GED classes - register people to enroll mid-May.
- ESL Summit & EAGLE Conference next week in Atlanta.

Industry Training, Continuing Education, and Apprenticeships

- YTD 2/29/24 – 137,257 hours; \$1,286,234 in revenue
- Business and Industry Showcase 2024 - March 6, 2024: Over 20 employers and about 250 student participants.
- Amazon MRUII and Amazon MRUAE Online Training Program: Awarded contract to conduct these two training programs. Also have been asked to support MRU1 program. Projected start date is 07.01.2024. Approximately 2,000 participants in year one.

INSTITUTIONAL EFFECTIVENESS: *Melissa White (Brandy Taylor reported)*

Plans, Manuals, Handbooks, Guides*

- Employee Handbook
- Facilities Maintenance Plan
- Academic Affairs Classroom/Lab Safety Management Plan

Procedures*

- 2.3.5p. Substantive Change Reporting Procedure
- 2.3.6p. Accreditation Reporting Standards Procedure
- 3.3.3p2. Electronic Message Board Usage Procedure
- 3.3.4p6. Web Design Procedure
- 4.4.4p1. Performance Management Procedure
- 5.1.3p1. Advisory Committees Procedure
- 6.2.1p2. Repetition of Courses for Competitive Admission Programs Procedure
- 6.2.1p3. Readmission to Competitive Admission Programs Procedure
- 6.5.1p1. Academic Standards, Evaluations, and Appeals Procedure
- 6.5.2p1. Grading System Procedure
- 6.6.3p1. Fundraising Request Procedure
- 6.6.4p1. Satisfactory Academic Progress/ Requirements for Financial Aid Procedure

Upon a motion by T. Phillips, seconded by M. Edwards; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

Kathryn Finch, Director – Diamond Award winner in 2022, Statesboro Herald's Top 20 under 40 this year. Kathryn introduced herself and explained her accident on Labor Day of last year and her encounter with the EMT and hospital staff. Busy year round to keeping up with accreditation for the programs and college.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center - The project continues to move forward with recent hot topics being the bid process for the power provider, routing of the sanitary sewer, and finally the 'fun stuff' like the finishes and materials used both inside and out. Exterior and interior images were shared.

Discussion on growth in the community and surrounding counties.

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- Announced that Dr. Foley has been appointed as Interim President of Savannah Technical College. President Durden will keep everyone in the loop as it progresses.
- HMGMA tour on April 2. Meet at OTC at 8:30 am.
- HMGMA Equipment Donation – Press event today in the Automotive Lab at 11:00 am.
- Monday, April 8, 5:00 – 7:00 pm, JHB Oak Room – Child Care symposium “Launching Your Childcare Business”.
- Graduation – May 9, 7:00 pm, Hanner Field House
- Shout out to Larry for making his way through his first iGot campaign.
- President Durden asked Stephen Pennington/EGRMC to review the hospital's position on **Certificate of Need** – The Certificate of Need (CON) program is intended to achieve three goals: (1) to measure and define need, (2) to control costs, and (3) to guarantee access to healthcare services. He explained there are two trains of thought: Free Enterprise (facilities not expanding, private entrepreneurs/surgery centers) or Expanding hospital facilities to accommodate growth. There is currently legislation in progress to not limit hospital expansion. He explained three aspects that affect a hospital's CON:

GA Heart Tax Credit –

The Georgia HEART Hospital Program is helping rural and critical access hospitals take advantage of an exciting new opportunity to increase their funding and their ability to provide for the health care needs of thousands of Georgians.

For many years, due to demographic, economic, and health care industry challenges, Georgia's rural hospitals have been facing a financial crisis. This crisis jeopardizes the access of rural Georgians to adequate health care.

In response, in 2016, the Georgia General Assembly passed, and Governor Nathan Deal signed into law, Senate Bill (“SB”) 258, legislation that, effective January 1, 2017, awards Georgia income tax credits to individual and corporate taxpayers who contribute to qualified rural hospital organizations (“RHOs”) located in Georgia.

Participation in the Georgia HEART program is limited to Georgia rural hospitals that meet qualification criteria established in the law, including county population size (50,000 or less, excluding military personnel); tax-exempt status or public hospital authority management; acceptance of Medicare and Medicaid; and minimum annual provision of indigent or uncompensated care. In order to qualify, rural hospitals have to file a five-year plan with the Georgia Department of Community Health (“DCH”). Presently, the DCH has qualified 55 RHOs, 55 of which are participating in Georgia HEART.

Soul Community Hospital –

A sole community hospital (SCH) is the only source for hospital services in a geographic area. It is designated as such by the Centers for Medicare and Medicaid Services (CMS). CMS classifies a hospital as a SCH if it is located more than 35 miles from other like hospitals, or it is located in a rural area and meets certain conditions related to market share and the accessibility to neighboring hospitals.

There are three primary benefits of having an SCH:

- Improves access to care for underserved populations
- Provides essential services that would otherwise be unavailable
- Promotes economic development in their communities

Sole community hospitals are a vital part of the healthcare system in the United States. These facilities are typically located in rural areas and serve as the only source of inpatient hospital care for residents. These hospitals often face unique challenges due to their remote location and lack of resources. As such, SCHs receive certain payment enhancements and protections to help keep these hospitals financially viable.

Uninsured vs insured/medicare/medicaid - Each newly uninsured person leads to nearly \$900 in uncompensated care costs, of which hospitals absorb approximately two thirds as lost profits. Federal, state, and local governments support care of uninsured patients through payments to safety net hospitals that care for the poor and uninsured.

CLOSING REMARKS: *Bobby Jones*

Bobby thanked everyone for being here today.

ADJOURN: There being no further business at this time the meeting adjourned at 10:23 a.m.

The next meeting of the Local Board of Directors is April 17, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

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

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

April 17, 2024 | 9:00 a.m.

MEMBERS PRESENT: Caughey Hearn, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, Grace Waits, and Christina Young

MEMBERS ABSENT: Mac Edwards, Bobby Jones, and Melissa White

STAFF PRESENT: Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: Jan Moore

CALL TO ORDER: Pursuant to the date and location stated above, Micheal Summers called the meeting to order at 9:04 a.m. In Bobby Jones' absence, Micheal Summers will facilitate the meeting.

INVOCATION: Brannen Smith gave the invocation.

REVIEW OF AGENDA: Upon a motion by B. Smith, seconded by S. Pennington; all in favor; none opposed; the Board accepted the agenda with the change to Micheal Summers facilitating the meeting.

REVIEW OF MINUTES: Upon a motion by C. Young, seconded by G. Waits; all in favor; none opposed; the Board accepted the minutes of February 21, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- The State Board of the Technical College System of Georgia approved the Commissioner's recommendation to appoint Dr. Ryan Foley as the new president of Savannah Technical College effective April 5, 2024.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Highlights

- Last month, we shared that the Dental Assisting program hosted children from the local Smiles, Giggles, and Hugs pre-K program. Those same pre-k students visited the Medical Assisting lab where our students helped the children put on PPE and bandaged arms. The Medical Assisting students also listened to the children's heartbeats with stethoscopes.
- The new Associate of Science in Nursing program hosted a successful site visit from the Georgia Board of Nursing (GBON) last month!
- Two English instructors, Matthew Gainous and Tiffany Collins, will be representing the College next month during our Germany Exchange/Job Shadowing program. They will be supporting:
 - Two students from Automotive Technology
 - One student from Manufacturing Engineering Technology
- OTC recently received a donation of tools from Hyundai Motor Group Metaplant America (HMGMA) as part of a collective effort to assist in the development of future

electric vehicle professionals. The kit, which is valued at around \$9,500, includes an automotive milli meter, mega meter, multi meter, and an insulated tool set designed for working with electric vehicles.

- The College recently purchased forensic workstations from Forensic Computers, Inc. to enhance the training students receive in the Cybersecurity program. The equipment will be used primarily for the Computer Forensics class, giving the students the ability to create copies of hard drives so that they can investigate without disturbing the actual hard drive.

New Advisory Committee Members*

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

Upon a motion by B. Smith seconded by G. Waits, all in favor; none opposed; the Board reviewed and accepted the New Advisory Committee Members as presented.

ADMINISTRATIVE SERVICES: *Grace Waits*

Financial Reports*

- **March 31, 2024**, YTD budgeted revenue/expenses were \$29.1MM. We received \$24.5M in revenue and expensed \$23.4M. The financial report shows a net income of \$1.0M.
- March 31, 2024, YTD Total Current Assets - \$3.8M; Total Assets - \$4.0M = Total Liabilities/Fund Balances \$4.0M.
- We received 84% of our anticipated revenue and we expensed or encumbered 82%.
- We received \$7.6M of our state funds, which is % of our anticipated budget of \$10,509,842.
- We received \$523K, of our federal funds, which is 53% of our anticipated budget of \$989,221.
- We generated \$8.6M in local funds, which is 87% of our anticipated budget of \$9,828,707.
- We have received and expensed \$7.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by C. Hearn seconded by T. Phillips, all in favor; none opposed; the Board reviewed and accepted the March 31, 2024, financial report as presented.

COLLEGE ADVANCEMENT: *Brannen Smith*

2024 iGot Campaign:

- \$751,095.00 raised during the 2024 campaign.
- Additional donations came in after the cutoff date for the campaign announcement.
- Added nine new annual scholarships during iGOT campaign.
- Currently processing all donations, bank deposits, invoices, etc.
- Thank You letters mailed to all donors.

WE ARE OTC Celebration:

- Successful event at the Market @ Visit Statesboro
 - Culinary Arts program knocked it out of the park (food was excellent)
 - Band, decorations and set up all worked well
 - Campus community came together to put on a great celebration
 - Will have wrap up meeting to decide on changes for next year

Fundraising:

- Currently working on a couple of scholarship endowments, will update when signed.
- Working with Blackbaud (software) to streamline data processing

Scholarships:

- Scholarship applications for Fall 2024 and Spring 2025 opened April 15 and close on June 30.
- Marketed scholarships at Open House
- We will host scholarship workshops on campus throughout the spring.
- Reviewed and cleaned up Scholarship application in Award Spring.
- Working to update Scholarship offerings on the website (focusing on our Endowments)

Miscellaneous:

- Reviewing Foundation Bylaws and Policies for Foundation Board to update.

Future Dates to hold:

- Tuesday, September 24, 2024, Scholarship Banquet- Oak Room
- Thursday, October 3, 2024, J. David Memorial Golf Tournament – FHCC
- Monday/Tuesday, 10/21 –10/23, 2024, Leadership Conference Savannah

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards* - Micheal reported both areas in Mac's absence.

Adult Education

- Current enrollment is 225 (315 goal); MSGs 39% (48% goal)
- GED – 11 (36 goal)
- Adult Education has a new administrative assistant starting this week. Her name is Basheena Carter, and we are very excited to have her on board.
- We have started offering ESL (English as a Second Language) classes on Tuesday and Thursday evening to meet the increased demand. They are serving Korean students primarily.
- The program will host a boot camp in the next few weeks focusing on students who have passed 3 of the 4 GED subject area tests. We are trying to get those students to the finish line!

Industry Training, Continuing Education, and Apprenticeships

- YTD 3/30/24 – 194,323 hours; \$1.78M in revenue
- Our application to be a member of the National Coalition of Advanced Technology Centers has been accepted. The NCATC is an Affiliated Council of the American Association of Community Colleges.
- We have a full FANUC robotics training class this week. This is our first full class, and demand has increased. OTC is the only certified FANUC training facility in Georgia.
- Continuing Education implemented the new, updated Driver's Education curriculum including updated power points, videos, and statistics. In Chapter 1 alone, there are 170 PowerPoint slides and there are 18 chapters total; we have pared down the number of slides quite a bit.

INSTITUTIONAL EFFECTIVENESS: *Melissa White* (Brandy Taylor reported)

Plans, Manuals, Handbooks, Guides*

- Advisory Committee Guidebook
- Business Continuity Plan
- Career Services Plan
- Emergency Operations Plan
- Exposure Control Plan
- Hazardous Communication Program Plan/Inventory
- New Employee Orientation Handbook

Procedures*

- 2.4.1p1. Local Board Responsibilities and Authority Procedure
- 2.4.1p2. Local Board Bylaws Procedure
- 3.3.4p2. Email Use Procedure
- 4.9.5p1. Professional Development Procedure
- 5.1.2p2. Credit Hour Procedure
- 5.1.2p5. Proctoring Procedure
- 6.8.1p1. Field Trips Procedure

Upon a motion by C. Young, seconded by B. Smith; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

Estimated
Carl Perkins Act Allocation
FY 2025

Personnel	\$470,000
Health Science Core Instructor (1)	
Heavy Diesel Instructor (1)	
Automotive Instructor (1)	
Nursing Instructor (1)	
Student Success Coach (1)	
Academic Enrichment Center	\$20,000
Tutoring Services for Special Population Students	
Hearing Interpreters/Personal Assistants for Special Population Students	
Special Needs Equipment/Instructional Materials/CIDI Membership	\$7,000
NAPE Membership/AHEAD Membership	\$500
NACADA Membership	\$225
Materials for Under-Represented Gender Students in Nontraditional Programs	\$500
Faculty & Staff Professional Development	\$1,800
Program Equipment	\$76,082
TOTAL	\$576,107

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

- **Spring Open House**

- OTC's Spring Open House was held on Tuesday, April 9 from 5-7 on our Statesboro campus in the Jack Hill Building. We saw 93 attendees plus guests and received 54 admission applications. The Oak Room was full of fun energy as potential students explored career options and connected with faculty members.

- **Career Fair**

- OTC's Career Fair was held on Wednesday, April 10 from 9am-12pm in the Jack Hill Building. There were 40 employers & community resources and 160 attendees; attendees included OTC students, high school students, and the public. Among the employers were Hyundai Metaplant and several subsidiaries such as Hyundai MOBIS and Hyundai Transys.
- We have also partnered with WorkSource Georgia and the Development Authority of Bulloch County to host another Job Fair today in the Jack Hill Building from 3-7pm focusing on Hyundai suppliers. Attending will be AJIN Georgia, SECO Ecoplastic, and Hanon Systems.

- **OASIS Food Pantry Spring Meal Giveaway**

- Our OASIS Food Pantry gave away 16 full meals the week leading up to Easter based on student requests, which is up from 6 meals last year. The pantry continues to service students as needed throughout the year and is always accepting donations.

- **Commencement**

- Commencement will be held on Thursday, May 9th at 7pm in Hanner Fieldhouse. We will have reserved seating for board members who can attend. Our keynote speaker is David Rogers, owner of Georgia Technologies and an alumnus of OTC's Computer Information Systems program. We are excited to celebrate our graduates!

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

TCSG-400 Georgia Industrial Systems and Industrial Robotics Training Center -.

The project continues to move forward. The colors and finishes for the building's interior and exterior were finalized. These selections allowed the college to move forward with the furniture selection. The palette below provides a general idea of the overall aesthetic.



We are still facing barriers with the selection of the power provider and routing of the sanitary sewer but nothing time and money won't fix – as reflected in the revised schedule below.

Revised Schedule:

June 17, 2024 - 100% Construction Documents sent to the Design Review Group (16-week review)

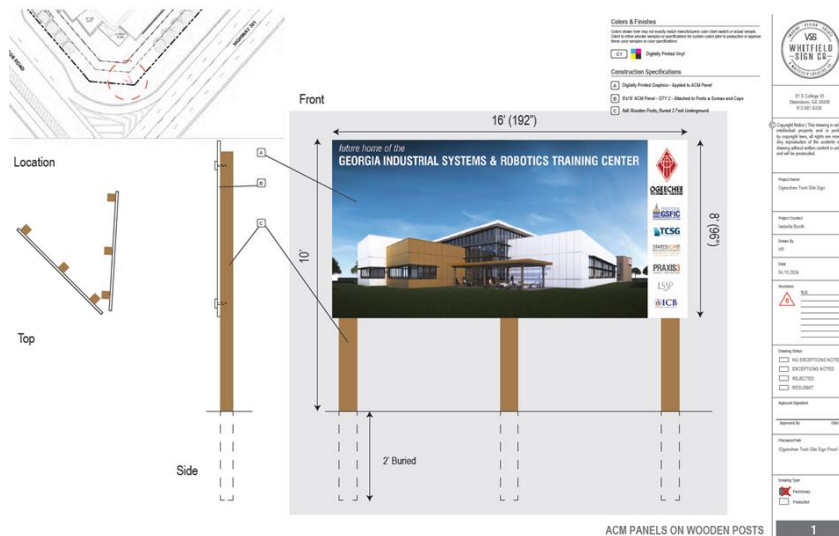
October 1, 2024 - Construction Start (14 months construction window)

December 5, 2025 - Construction Completion and Punch List

January 1, 2026 – Move In

February 2, 2026 - Building Opening

On the bright side, the contractor reached out to Whitfield signs to have the large, double-sided project sign shown below constructed on the corner of Hwy 301 South and A.J. Riggs Road.



COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- President Durden stated she was sorry to miss the Hyundai Metaplant tour. Micheal Summers mentioned they are doing some innovative thinking on services to provide to employees (i.e. daycare, shuttle service, medical facility).
- OTC's Early Childhood Care and Education (ECCE) program sponsored a community information session on Launching Your Childcare Business in Bulloch County. The purpose was to address the rising demand for childcare in Bulloch County and surrounding areas with the expanding population. There were 115 attendees.
- TCSG Leadership Summit is April 29 – May 2 in Atlanta. Colleges will receive their FY2025 budget allocations during the Summit and the GOAL and Rick Perkins winners are announced.
- Enrollment is trending at a 10% increase for summer semester.

Stephen Pennington shared that during the annual CEO meeting EGRMC received the Peak Performance Award. *The award honors health systems for their commitment to the values and core requirements of the ASCEND® program. ASCEND® hospitals reduce costs by identifying and implementing performance improvements using data-driven supply chain analytics and sharing best practices. Without sacrificing quality of care, members use simplified and consistent purchasing processes, appropriate clinical utilization and specially negotiated contracts. The*

hospital also received 2023 Most Fabulous Place to Work and is ranked #4 out of 71 hospitals in employee satisfaction rating.

CLOSING REMARKS: *Micheal Summers*

- Productive meeting today. Have a great day today.

ADJOURN: There being no further business, the meeting adjourned at 9:54 a.m.

The next meeting of the Local Board of Directors is May 15, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joseph E. Kennedy Building | David Boardroom

May 15, 2024 | 9:00 a.m.

MEMBERS PRESENT: Caughey Hearn, Bobby Jones, Stephen Pennington, Teresa Phillips, Brannen Smith, Micheal Summers, and Christina Young

MEMBERS ABSENT: Mac Edwards, Stephen Pennington, Grace Waits and Melissa White

STAFF PRESENT: Lori Durden, Jeff Davis, Eyvonne Hart, Larry Mays, Karen Mobley, Jan Moore, Christy Rikard, and Dr. Brandy Taylor

STAFF ABSENT: None

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

INVOCATION: Bobby gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by B. Smith, seconded by C. Young; all in favor; none opposed; the Board accepted the minutes of April 17, 2024, Local Board of Directors as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Mutual Aid Agreements with SDA Sheriff's Departments and Police Departments
- Board reappointment for Micheal Summers approved
- Tuition increase of \$7 per credit hour, effective Fall 2024

COMMITTEE REPORTS

ACADEMIC AFFAIRS: *Teresa Phillips*

Program Highlights

- Lakesha Kinnerson, in the Health Information Management Technology program, was selected to serve on the Institute for Healthcare Advancement's health literacy steering committee. This committee will help define the future of professional development in health literacy and establish expectations for individuals working in this field.
- English Instructor, Tiffany Collins, was selected by the Georgia Department of Education to represent TCSG on the Georgia Milestones English Language Arts Test Design & Expectations committee that focused on High School English Language Arts. She's been invited back in June to serve as the TCSG representative on the ELA Interpreting & Constructing Texts committee that will focus on Literature and Composition II.
- The Fish and Wildlife Management program and instructor Casey Corbett will be developing a new partnership with the Kennedy Pond Organization on Hwy 46. And last Saturday (May 11th) she spoke about the dangers of plastics to our waterways. This program's student organization, the Wildlife Club, will again be helping with the Kids Fishing Rodeo at the Evans County Public Fishing Rodeo on Saturday, June 1st.
- Bill Worthington in the Agribusiness program attended Ag Awareness Day at Evans County Middle School on May 3.

New Faculty Members

- Matt Peacock, Electrical/Industrial Systems Technology
- Sarah Singletary, Echocardiography

New Program Request*

- Cosmetology for Licensure TCC

Changed from a diploma to a TCC. Removed general education courses (67 credit hours to 44 credit hours).

Upon a motion by M. Summers, seconded by B. Smith, all in favor; none opposed; the Board reviewed and accepted the New Program Request (effective fall 2024) as presented.

Program Spotlight – Automotive/EV – Allen McDaniel

- Automotive Instructor for 18 years and is now the Electric Vehicle instructor. The initial cohort had 12 students, 10 interviewed with HGMA and Mobis, five accepted positions the same day, and a few others received offers. The Summer cohort has 4-6 students. The program is 8-weeks, with A and B terms. Program developed by Hyundai to teach specifically what they need the technicians to know. Hyundai interviews during the last week on site. An Electric Vehicle Repair program is beginning fall specifically designed for technicians with more focus on hybrid vehicles. The EV program has new equipment coming; a Prius that is cut in half but fully functional and drivable.

ADMINISTRATIVE SERVICES: *Grace Waits* (Eyvonne Hart reported)

Financial Reports*

- **April 30, 2024**, YTD budgeted revenue/expenses were \$29.6M. We received \$29.5M in revenue and expensed \$25.4M. The financial report shows a net income of \$556K.
- April 30, 2024, YTD Total Current Assets - \$3.2M; Total Assets - \$3.5M = Total Liabilities/Fund Balances \$3.5M.
- We received 88% of our anticipated revenue and we expensed or encumbered 88%.
- We received \$8.5M of our state funds, which is 81% of our anticipated budget of \$10,509,842.
- We received \$606K, of our federal funds, which is 61% of our anticipated budget of \$989,221.
- We generated \$9M in local funds, which is 88% of our anticipated budget of \$10,262,273.
- We have received and expensed \$7.8M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Summers seconded by T. Phillips, all in favor; none opposed; the Board reviewed and accepted the April 30, 2024, financial report as presented.

FY2025 Proposed Budget Allocation*:

<u>FUND SOURCES</u>	<u>PROPOSED BUDGET</u>
STATE FUNDS	\$11,790,025
FEDERAL FUNDS	\$890,369
LOCAL FUNDS	\$10,041,033
Total Proposed FY2025 Budget	\$22,721,427

- MRR - \$396K
- Equipment Refresh – \$400K

Upon a motion by M. Summers, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the FY2025 Proposed Budget Allocation.

Program Specific Fees* –

College Number (BU)	Course Number(s)	Fee Description	Current Fee \$ (leave blank, only if adding brand new fee)	Requested Fee \$	Calculated Difference compared to PY	Cost Recovery (Y or N) (leave blank only for fee deletions)	Comments (optional)
844	AUTT 1010	Liability Insurance	—	10.00	10.00	Y	New Course
844	AUTT 1015	Liability Insurance	—	10.00	10.00	Y	New Course
844	AUTT 1015	Supplies	—	30.00	30.00	Y	New Course
844	AUTT 2105	Liability Insurance	—	10.00	10.00	Y	New Course
844	EMSP 1010	National Registry EMR Cognitive Exam Fee	—	88.00	88.00	Y	Students have to pay for this exam to get certified as an EMR at the end, but some do not take it because of the added cost or they wait until they can pay for it which hurts their chances of being successful on the exam. This fee will cover the cost of the exam so it does not hinder students from gaining employment in the field after they complete the course and can take the exam immediately.
844	EMSP 1150	National Registry EMT Cognitive Exam Fee	—	104.00	104.00	Y	Students have to pay for this exam to get certified as an EMT at the end, but some do not take it because of the added cost or they wait until they can pay for it which hurts their chances of being successful on the exam. This fee will cover the cost of the exam so it does not hinder students from gaining employment in the field after they complete the course and can take the exam immediately.
844	EMSP 1520	National Registry AEMT Cognitive Exam Fee	—	144.00	144.00	Y	Students have to pay for this exam to get certified as an AEMT at the end, but some do not take it because of the added cost or they wait until they can pay for it which hurts their chances of being successful on the exam. This fee will cover the cost of the exam so it does not hinder students from gaining employment in the field after they complete the course and can take the exam immediately.
844	EMSP 2720	National Registry Paramedic Cognitive Exam Fee	—	160.00	160.00	Y	Students have to pay for this exam to get certified as a Paramedic at the end, but some do not take it because of the added cost or they wait until they can pay for it which hurts their chances of being successful on the exam. This fee will cover the cost of the exam so it does not hinder student from gaining employment in the field after they complete the course and can take the exam immediately.
844	FWMT 1000	CPR and FA Cards Only	22.00	25.00	3.00	Y	Request a fee increase to cover the increased cost of the CPR card.
844	PNSG 2410	NCLEX-PN Review Course (2 days)	206.00	218.00	12.00	Y	The NCLEX-PN Review Course fee has increased.
844	RADT 1320	Dosimetry fee		23.00	23.00	Y	Request fee to cover the cost of required dosimeter badges for clinical rotations.
844	RADT 1330	Dosimetry fee		23.00	23.00	Y	Request fee to cover the cost of required dosimeter badges for clinical rotations.
844	RADT 2340	Dosimetry fee		23.00	23.00	Y	Request fee to cover the cost of required dosimeter badges for clinical rotations.
844	RADT 2360	Dosimetry fee		23.00	23.00	Y	Request fee to cover the cost of required dosimeter badges for clinical rotations.
844	RNSG 1610	NCLEX-RN Review Course (3 days)		350.00	350.00	Y	Request the NCLEX-RN course fee be included as this is a new course being offered.
844	VETT 1030	Large animal skills lab cost	60.00	110.00	50.00	Y	Request a fee increase to cover the increased cost of large animal skills lab required by AVMA.
844	VETT 2210	Laboratory & Exotic Animals skills lab cost	60.00	110.00	50.00	Y	Request a fee increase to cover the increased cost of laboratory & exotic animals skills lab required by AVMA.
844	VETT 2300	Vet Tech Prep	280.00	305.00	25.00	Y	Price increase from vendor.

Non-Program Specific Fee increases* –

- Tuition - \$107/credit hour (\$100)
- Campus Security - \$50 (\$25)
- CDL Fuel Surcharge - \$225 (\$200)

Upon a motion by C. Young, seconded by C. Hearn, all in favor; none opposed; the Board reviewed and accepted the fee increases as presented; effective fall 2024.

COLLEGE ADVANCEMENT: *Brannen Smith*

Fundraising:

- Invoicing and collecting iGOT pledges.
- Reviewing 2024 iGOT campaign and starting planning for 2025.
- Brainstormed with PR and Marketing for iGOT campaign video for 2025.

- Golf tournament prep and organization has begun.
- Working on marketing materials for both annual and endowed scholarships.

Scholarships:

- Scholarship applications for Fall 2024 and Spring 2025 opened April 15th and close on June 30th.
- We will host scholarship workshops on campus throughout the summer term.
- Currently (5/8) have 127 applications started and 17 completed.
- Met with PR and Marketing to update website to better display scholarships online with an emphasis on our endowed scholarships. Changes will be online later this summer.
- Strickland promise roll out at Claxton area schools under way.
- Completing criteria and agreements for new annual scholarships.

Foundation Board:

- Approved a couple of bylaw and policy changes at meeting on 4/23/24.
 - Board leadership positions are now two (2) year terms.
 - Annual Scholarships now need to be at least \$1000.
- Two new board members were approved by the board to start July 2024 for a three-year term
 - Ryan Quick – Synovus
 - Cliff Wildes – Morris Bank

TCSG Leadership Summit:

- Attended leadership summit and peer group meetings in Atlanta.

Future Dates to hold:

- Tuesday, September 24, 2024, Scholarship Banquet- Oak Room
- Thursday, October 3, 2024, J. David Memorial Golf Tournament – FHCC
- Monday/Tuesday, 10/21 –10/23, 2024, Leadership Conference Savannah

ECONOMIC DEVELOPMENT: *Micheal Summers/Mac Edwards*

Adult Education

- Current enrollment is 252 (315 goal – 80% of goal); MSGs 40% (48% goal)
- Surpassed last year's enrollment; 8th out of 22 colleges in the percentage of our enrollment target that has been met.
- HSE – 15 (36 goal)
- "One to Go" GED Boot Camp is scheduled for June 13th. This is for students that only have one part of the GED left to complete.
- Part-1 of the Continuation Grant for next year has been submitted. The budget portion (Part-2) will be submitted in June.
- Hyundai Mobis MNAe has expressed interest in helping our GED students pursue employment with Hyundai and also delivering training in interviewing skills.

Industry Training, Continuing Education, and Apprenticeships

- YTD 4/30/24 – 209,868 hours; \$2.1M in revenue
- The division plans to go live with its Amazon online training program in the latter part of July. It is a separate program from the current on-site Amazon MRA Apprentice Program.
- Local demand for training has increased exponentially, and we are prepared to meet it.
- We have our new noncredit registration system up and running – Modern Campus. Please take a look on our website under Continuing Ed or Contract Training – you will see a big difference!

- Jan has been asked to serve on the Smart Automation Certification Alliance (SACA) Board of Directors – attending her first meeting last week. As a state, Georgia is the 3rd highest in the country (Indiana is 1st and Texas is 2nd) in issuing SACA certifications, and we are viewed as an industry leader.

INSTITUTIONAL EFFECTIVENESS: *Brandy Taylor reported*

Strategic Plan*

- While our Strategic Plan undergoes a comprehensive review at least every five years, it is a “living” document and its goals and objectives are reviewed on an annual basis by the Executive Council and Local Board of Directors and revised as necessary. Are there any comments, questions, or feedback regarding the college’s current strategic plan? Hearing none, upon a motion by T. Phillips, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the Strategic Plan as presented.

Plans, Manuals, Handbooks, Guides*

- Distance Learning Policies and Procedures Manual
- FIT LIFE Handbook
- Occupation-Based Instruction Management Plan
- Online Course Orientation Student Policies and Procedures
- Program Management Plan

Procedures*

- 2.1.2p1. Mission Statement Procedure
- 2.1.1p2. Vision Statement Procedure
- 3.3.1p1. Food and Drink Procedure
- 3.3.1p2. Litter Procedure
- 3.3.7p1. Tobacco Use Procedure
- 3.3.11p1. Severe Inclement Weather Procedure
- 4.1.9p1. Volunteer Services Procedure
- 4.3.2p7. Visitors Procedure
- 4.5.3p1. Official Holidays Procedure
- 5.1.5p1. College Calendar Procedure
- 5.1.8p1. Advanced Placement Procedure
- 6.7.2p1. Student Dress Code Procedure

Upon a motion by B. Smith, seconded by M. Summers; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the Plans, Handbooks, Manuals, Guides and Procedures as presented.

STUDENT AFFAIRS: *Caughey Hearn/Stephen Pennington*

- **Introduction of New Employee**
 - Victoria “Vicky” Bray – Dual Enrollment Coordinator/Recruiter
- **Summer Semester 2024 Enrollment Update**
 - Summer enrollment goal was 1,240 students, which is a 10% increase over last summer. As of this morning, we currently have 1,294 students registered for Summer 2024. Our final Summer 2023 enrollment was 1,125, so we are trending toward meeting our goal.
 - Classes began yesterday, so we will have a better idea of where our enrollment will settle after a few weeks.
- **Graduation**

- David Rogers, Ogeechee Tech graduate and CEO/Owner of Georgia Technologies provided the commencement address at the College's graduation ceremony last Thursday, May 9th. A total of 330 graduates walked (a significant increase from last year's 265) and we celebrated with 3,163 guests in Hanner Fieldhouse; those unable to attend could watch it livestreamed.

TECHNOLOGY & INSTITUTIONAL SUPPORT: *Christina Young*

TCSG-400 Georgia Industrial Systems and Robotics Training Center

The project continues to move forward with daily exchanges related to all aspects of the project. The "Coming soon" signs are completed and will be installed on the site as soon as the utility companies issue a dig permit for the posts.

FY26 Capital Outlay Project Submission

The TCSG Capital Outlay request process is how project funds are allocated during the annual budget review by the state legislature and governor. It is a multiple step process that evolves over several months through planning, providing quantitative data to support the project, and ultimately receiving a decision within the annual cycle. Each college in the system submits a project best suited to their own needs and goals while also advancing TCSG's statewide strategic mission.

The table below lists typical assessment criteria for each project:

Fundamental Metrics <ul style="list-style-type: none"> • Recently funded projects • Enrollment metrics • Service Area Expansion • Space Utilization and Optimization • Facility Condition & Modernization 	Readiness <ul style="list-style-type: none"> • Included in Master Plan • Pre-design studies and estimates • Construction-ready • Facility Condition Assessment(s) • Real Estate Considerations
Strategic Alignment <ul style="list-style-type: none"> • Programs Impacted • TCSG Strategic High-Demand Programs • HOPE Career Grant Program Included • Supports College Strategic Plan • Workforce Development Impact & Partnerships 	Overall Justification <ul style="list-style-type: none"> • Funding Plan • Justification statement • Community and Industry Support • Accreditation requirements • Impact on enrollment, progression, graduation, and job placement

The following is a list of planning milestones for the FY2026 Capital Outlay planning cycle:

Capital Outlay Plan presented at President's Council	1/17/2024
Colleges submit projects and supporting documents no later than:	5/13/2024
Office of Facilities Management reviews submittals & requests clarification	5/20/2024
Project Materials sent to Estimating Consultant	5/21/2024
Funding summaries & profile templates sent to colleges	6/28/2024
Deadline for submittal of 1-2 Page Project Profile	7/12/2024
FY2026 Capital Outlay recommendations submitted to senior leadership	7/22/2024
Final project ranking	8/23/2024
State Board approval of Project list and ranking	9/5/2024

For FY26, OTC submitted the ***Electric Vehicle Maintenance Renovation & Expansion***. This project represents an 11,985 square foot expansion plus the renovation of 7,589 square foot of existing automotive space in the Occupational Studies Building. The same project was submitted in FY25, therefore we already have the cost estimation of \$5,935,000. A variety of narratives are included in the project in an attempt to sway the reviewers. Now we wait.

Below is a screenshot from the initial request:

PROJECT JUSTIFICATION:	At present, the demand for automotive technicians with hybrid and electric vehicle systems knowledge is growing. Most OEMs have plans to change their fleet makeup in coming years to all or very high percentages of these types of vehicles. As such the need for aftermarket service and repair for these vehicles will increase as more vehicles are put on the road and standard OEM warranties begin to run out. General repair knowledge in this manufacturing area can be beneficial for employment at these types of production facilities. Additionally, the college has partnered with Hyundai Motor Group Metaplant America (HMGMA) and its suppliers to meet the growing demands of a qualified workforce.	Required Field 800 characters max
Describe the impact and benefits of the project.	The renovation and expansion will allow the College to increase capacity for the Automotive Technology and Hybrid/EV programs. This will increase the number of graduates entering the workforce. The renovation and expansion will allow the College to meet the needs of the Hyundai Motor Group Metaplant America (HMGMA) and its suppliers to provide a qualified workforce for EV vehicle production.	Required Field 600 characters max
What specific institution needs will the project meet?	The renovation and expansion will allow the College to update the current Automotive Technology Lab and expand to offer EV/Hybrid specific classroom and lab spaces. The updated lab spaces would be designed to prepared automotive technicians to service, diagnose, and repair gas, hybrid, and fully electric vehicles in a general repair shop.	Required Field 600 characters max
What makes this project more critical than other needs at your institution and across the system?	The demand for automotive technicians in our region is great and when it is coupled with the increased number of hybrid and electric vehicles being sold and the addition of the Hyundai Motor Group Metaplant America (HMGMA), the College must be prepared to help close the workforce gap. The HMGMA mega site is 31 miles from OTC's Statesboro campus. Additionally, three (3) Tier 1 suppliers have announced plant openings within the college's SDA.	Required Field 600 characters max
Specifically explain how the project will impact enrollment, progression, graduation and job placement.	This project will allow the College to update existing facilities for the Automotive Technology program. It also provides the necessary classroom and lab space to offer the Hybrid/EV Repair Technician program. Expanding these program offerings/capacity will increase the number of trained automotive technicians into the workforce.	Required Field 600 characters max

COLLEGE PRESIDENT'S REPORT: *Lori Durden*

- FY2024 Local Board Assessment
- FY2025 Proposed Meeting Schedule*
- FY2025 Committee Assignments
- FY2025 Plan of Work

Upon a motion by M. Summers, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed FY2025 Meeting Schedule as presented.

Chairman's Report: *Bobby Jones*

- Board Member Replacement*

A recommendation was made for Mandy Fortune to step in as Melissa White's replacement on the Board. Melissa has resigned her position on the Board due to health reasons. Mandy will fulfill the remainder of Melissa's term ending June 2026.

Upon a motion by M. Summers, seconded by C. Young; all in favor; none opposed; the Board reviewed and accepted Mandy Fortune as the replacement for Melissa White for the remainder of Melissa's term ending June 2026.

ADJOURN: There being no further business, the meeting adjourned at 10:12 a.m.

The next meeting of the Local Board of Directors is August 21, 2024, 9:00 a.m., David Boardroom

Respectfully submitted,

Lori S. Durden
Executive Secretary