



May 7, 2018

Dr. Ray Perren
President
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566

Dear Dr. Perren:

Thank you for your letter of December 18, 2017, transmitting a prospectus for the relocation of the Lanier Technical College main campus, effective January 2019. The addresses of the new and old campus locations are:

New Address

Hall County Campus
2535 Howard Road
Gainesville, GA 30501

Old Address

Oakwood Campus
2990 Landrum Education Drive
Oakwood, GA 30566

The State Board of the Technical College System of Georgia approved the planning, design, and purchase of land for a potential new campus on April 2, 2015. The Georgia State Legislature allocated funds for its construction in the FY2017 and FY2018 budgets, which were approved by the governor. The current Oakwood Campus sits on a 43 acre property; the new campus is located on a 95 acre property. Greater capacity will allow the College to expand existing programs and to develop new programs matched to the needs of a diverse, growing economy. The move to the new campus will take place during the fall semester of 2018, with the first classes being offered at the new location in January 2019. To allow time for the physical move to the new campus, Lanier Technical College's academic calendar will be adjusted from the 2018 summer semester through the 2019 fall semester.

The new campus will serve approximately 2,100 students, with capacity to grow to 3,500. The target audience consists of traditional, dual enrollment, and adult-age students from the College's seven-county service delivery area, with a majority of the students expected to be residents of Hall County. Courses will be offered through a blend of traditional face-to-face classroom instruction, hands-on instructional labs, hybrid, and distance learning formats. All educational programs currently offered at the Oakwood campus will be transferred to the new main campus in Hall County.

Discussion of faculty adequacy was noted, and a chart of full-time faculty percentages was provided. All academic programs at the College have, at a minimum, one full-time faculty



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member assigned with an average of 75.2% of all instruction provided by full-time faculty members. Faculty resources appear to be adequate. However, the institution is reminded that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.

The proposed new campus significantly expands the physical resources associated with library and learning services at Lanier Technical College. The library in the planned expansion occupies 4,525 square feet, compared to 2,150 square feet at the current main campus. Additionally, the new facility provides ample dedicated space for group study sessions and for tutoring services. There are 43 computer workstations in the library for student use, as well as a 32-seat computer lab. The facility also provides space for a circulation desk, staff offices, library stacks, and storage. All learning resources currently housed at the Oakwood campus library will be transferred to the new main campus in Hall County. Library and learning resources appear to be adequate.

Student support resources appear to be adequate. Along with standard services such as financial aid, student records, and admissions, the College provides additional support to students through academic advising, disability services, career counseling, tutoring, and testing services. All student support programs, services, and activities will continue to be offered at the new main campus, albeit in more spacious, modern, and well-equipped facilities. At the current main campus in Oakwood, space dedicated to the Student Affairs department occupies 6,996 square feet. At the new main campus, 14,120 square feet are dedicated to Student Affairs. In addition to space for staff offices, the new facility provides a 60-seat testing lab, walk-up windows for access to services, a large conference space, secure storage for student records, and an office/conference suite for the Student Government.

Lanier Technical College appears to exercise appropriate control over its physical resources (former C.S. 3.11.1). The College operates the physical facilities at the main Oakwood campus plus the Forsyth, Dawson, and Barrow instructional sites. A physical inventory is conducted annually by the Office of Administrative Services. Fixed assets are recorded in the Asset Management module of PeopleSoft; assets are disposed of according to the terms of the Surplus Property Procedure. The College has property insurance, all-risk insurance, auto physical damage insurance, business interruption, and liability insurance through the Georgia Department of Administrative Services. In order to secure physical resources at the new Hall County Campus, the College is installing a CyberLock programmable keying system. With this system



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each employee's key is programmed to work only on certain doors, at specific hours of the day and days of the week. The system records all use of keys and provides audit trails.

The College appears to have taken reasonable steps to provide a healthy, safe, and secure environment (former C.S. 3.11.2). All campuses are tobacco-free, and periodic Wellness Fairs are offered at the Oakwood campus and the Forsyth instructional site. An Emergency Preparedness Manual is in place for each campus and instructional site, with the detailed Safety Plan available to all employees through the intranet. In 2017, the College established a Behavioral Intervention Team which has been trained to assess students, faculty, and staff for potential violent or dangerous behavior. The College has implemented an emergency notification system, "Lanier Alert!," to notify faculty and students of an emergency situation or inclement weather. Lanier Technical College maintains a campus police department staffed by experienced Peace Officer Safety Training (P.O.S.T.) certified officers who patrol the buildings and parking lots. Computer desktops throughout each campus are equipped with a panic button icon which allows employees to send a request for emergency assistance if needed.

A list of all buildings for the new Hall County Campus, and a detailed description of the services provided within each, was provided. The College appears to provide adequate physical facilities that serve its mission-related activities (former C.S. 3.11.3). Ongoing operations and maintenance of these facilities is carried out by the Administrative Services division. Similarly, the Technology Department maintains the technical infrastructure. Students have access to technology in classrooms, computer labs, and wireless hotspots as needed to support academic activities. Onsite faculty members are provided with personal computers, printers, and access to the WIFI network. Off-site faculty members are provided remote access to technology such as the e-mail system, the Banner student information database, and the Blackboard learning management system.

Financial support for the new campus appears to be adequate. Construction expenses are being funded by the State of Georgia with a total of \$131.27M in allocated funds. A three-year budget for revenues and expenses associated with the new main campus was provided, along with an explanation of budget assumptions. The state higher education funding formula is in part based on campus square footage. Given that the square footage of the Lanier Technical College main campus will grow from 180,000 square feet to 325,000 square feet, the portion of the state funds based on the physical footprint of the main campus will increase by 81%. The expenses for which the College has not secured a firm commitment of resources are those associated with the physical move. The College is currently negotiating with the State Board to procure funds to




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cover moving expenses. In the event that these funds do not materialize, the contingency plan is to use resources from the Lanier Technical College Foundation to cover the expenses.

Lanier Technical College assesses overall institutional effectiveness by means of a range of instruments, including Strategic Plan Reviews, Annual Unit Plans, Student Learning Outcomes Assessment Reports, Georgia's Performance Accountability System, and numerous indirect assessments such as satisfaction surveys. Combined with the College's budgeting and planning tools, these instruments make up a comprehensive set of ongoing, integrated, and institution-wide planning and evaluation processes. The move to the new campus will not impact these planning and assessment processes, which appear to be adequate.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval to relocate the main campus of Lanier Technical College to the Hall County site in Gainesville, Georgia. It was the decision of the Board to approve the site and include it in the scope of the current accreditation.

Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Sincerely,

Belle S. Wheelan, Ph.D.
President

BSW/SKO:iy

Enclosure

cc: Dr. Joanne Tolleson, Vice President of Institutional Effectiveness and Operations at
Forsyth Campus
Dr. Denise Y. Young