



# **Augusta Technical College**

Augusta, Georgia

## **Biennial Plan**

2023/2024

### **Review Committee Members**

Dr. Nichole Spencer, Vice President for Student Affairs

Amy Laughter, Academic Counselor/Wellness Chair

Quentin White, Director of Campus Life

Jerri Jennings-Joly, Chief of Campus Police

Shannon Patterson, Director of Human Resources

Student Affairs, Campus Safety & Human Resources

June 30, 2024

## Table of Contents

<b>College Vision, Mission &amp; Strategic Priorities</b>	<b>3</b>
<b>Overview of Biennial Plan</b>	<b>3</b>
<b>Student Handbook &amp; Wellness Guide</b>	<b>4-15</b>
<i>Orientation</i>	
<i>Campus Security</i>	
<i>Wellness Committee College Collaborative</i>	
<i>Student Conduct Code</i>	
<i>Drug-Free Policy</i>	
<i>Weapons</i>	
<i>Preventative Health Care</i>	
<i>Get Inclusive/ Voices for Change</i>	
<i>Student Right-To-Know and Campus Security Act of 1990/The Clery Act</i>	
<i>Sexual Harassment</i>	
<i>Sexual Violence</i>	
<i>Grievance Procedure</i>	
<i>Title IX, Section 504 Coordinators</i>	
<b>Professional Development</b>	<b>16</b>
<i>Professional Development/503</i>	
<b>Employee Handbook</b>	<b>17-19</b>
<i>New Employee Orientation</i>	
<i>Employee Assistance Program</i>	
<i>Unlawful Discrimination, Harassment and Retaliation in Employment</i>	
<i>Drug-Free Workplace Policy</i>	
<i>Tobacco-Free Campus</i>	
<b>Website Information</b>	<b>20-21</b>
<i>Clery Act</i>	
<i>Annual Crime Report</i>	
<i>Crime Statistics</i>	
<b>Student Affairs Programs</b>	<b>22-27</b>
<i>Student Activities</i>	
<i>Counseling Center, Wellness Committee</i>	
<i>Get Inclusive: Voices for Change</i>	
<i>Judicial Hearings &amp; Student Code of Conduct Complaints</i>	
<b>Resource Links</b>	<b>28</b>

# College Vision, Mission, & Strategic Priorities

## [2022-2027 Strategic Plan](#)

### **Vision**

Augusta Technical College will be a nationally recognized academic institution that transforms lives, organizations, and communities through excellence, innovation, and partnerships.

### **Mission Statement**

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary academic institution that builds a skilled workforce and economically stronger communities through high-quality, innovative, and affordable career-advancing credentials.

### **Strategic Priorities Directly Related to Biennial Plan (FY2022)**

- Strategic Priority II - Build organizational excellence through the growth and development of faculty, staff, and students.
- Strategic Priority IV - Enhance Institutional branding, messaging, and reputation via storytelling.
- Strategic Priority V - Expand academic, community and industry partnerships to support recruitment, development, and student placements.

## **Overview of Biennial Plan**

### **Committee Members**

Dr. Nichole Spencer, Vice President for Student Affairs  
Amy Laughter, Academic & Career Counselor/Wellness Chair  
Quentin White, Director of Campus Life & Retention  
Jerri Jennings-Joly, Chief of Campus Police  
Shannon Patterson, Director of Human Resources

All employees and students have access to the college website to view the college, state and federal policies related to alcohol and drug use.

Following is information from the student handbook & wellness guide, employee handbook, and the college website, including the Annual Crime Report, along with information from Student Affairs programming.

# Student Handbook and Wellness Guide

## ORIENTATION

An orientation is provided for new students. Orientation includes a survey of school facilities; an explanation of college rules and policies; a briefing on student services including financial aid, bookstore, library, counseling, registrar/records, and career services; and a briefing on accessing faculty advisors. Information about programs of study and student activities is also provided. Orientation is continued throughout each student's enrollment by the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work. For students with disabilities, the counseling staff provides an individual orientation explaining accommodations and services. After orientation, the counseling staff is available to assist each student in his or her adjustment to technical education by offering a variety of services.

## CAMPUS SECURITY

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the pursuit of educational objectives.

Therefore, Augusta Technical College employs both unarmed Campus Security Officers and Campus Police Officers to enforce security rules and regulations including the Student Code of Conduct and Traffic and Parking Regulations. Campus Police Officers have full arrest powers and can issue both in-house and state traffic citations.

Uniformed officers provide protection for safety. The purpose of campus security is to serve the students and provide a safe and pleasant campus atmosphere. Students are encouraged to provide cooperation to the officers. Students and faculty/staff must have the Augusta Technical College identification card visible for verification at all times.

Students and faculty/staff shall not interfere with the officers in the performance of their duties. For questions, problems, or special needs, or if there is a concern regarding enforcement of the code of conduct, traffic and parking regulations, and/or security procedures, contact the Chief of Campus Police or Vice President for Administrative Services.

To report immediate emergencies on any campus, call 911. To report any other incidents that occur on campus such as: thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors on the Augusta Campus, call (706) 771-4021; on the Thomson Off-Campus Learning Site call, (706) 595-0166; on the Waynesboro Off-Campus Learning Site call, (706) 437-6801; on the Summerville Off-Campus Learning Site call, (762) 994-7118, and at the Columbia County Center Off-Campus Learning Site, (706) 651-7368.

*Statistics concerning the occurrence on campus of criminal offenses will be published annually in September. This information will be available online, in two locations on the Augusta Campus in the Library/Information Technology Center and the Business Office.*

## WELLNESS COMMITTEE COLLEGE COLLABORATIVE

The Wellness Committee College Collaborative (WCCC) is a group of faculty, staff, and students from across campus locations that are committed to wellness education and promotion. The WCCC meets each semester. If you would like to be a part of this collaborative, please contact Amy Laughter at [amy.laughter@augustatech.edu](mailto:amy.laughter@augustatech.edu). We are always looking for ways to expand our reach and involvement.

Wellness means living a healthy, balanced lifestyle that incorporates positive attitudes and productive behaviors related to the *Nine Dimensions of Wellness*: social, physical, intellectual, career, emotional, spiritual, financial, creative, and environmental aspects of the self.

### Mission

To create a wellness culture that fosters optimal individual and community wellness that enhances learning and promotes success of Augusta Technical College students, staff, and faculty throughout all stages of their lives.

### Vision

To create and live in a collaborative, seamless, dynamic, college community that models total wellness, celebrates diversity, promotes respect, and establishes life-long commitment to good health and well-being.

### Values

1. **Partnering:** Collaborating with community agencies, college departments and off-site locations, faculty, staff, and students to share resources and develop more community connections.
2. **Diversity:** Celebrating our spectrum of ethnicity, gender, age, sexual orientation, body size, social economic status, abilities and disabilities.
3. **Balanced Lifestyle:** Creating a proactive approach to living a balanced lifestyle that encompasses assessment, education, awareness, and assistance.
4. **Change:** Adapting to emerging issues and knowledge through flexible and progressive approaches to wellness.
5. **Safe Environments:** Fostering a sense of community while learning how to set responsible personal and group boundaries.
6. **Empowerment:** Serving as positive role models, challenging unhealthy behavior, and supporting individual growth and development of a complete wellness lifestyle.

### Goals

1. **Educate and promote** continual learning by collaborating in the development of innovative and effective wellness systems that are research-based and can be delivered via the many venues of instruction and service throughout the Augusta Technical College community.
2. **Influence** Augusta Technical College policy to support and enhance effective comprehensive wellness systems.

3. **Foster** interdisciplinary research on the *Nine Dimensions of Wellness: Emotional, Creative, Spiritual, Intellectual, Career, Physical, Financial, Environmental, Social* to determine best practices in providing education and support to the need of the college community.

## **STUDENT CONDUCT CODE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

## **I. DRUG-FREE COMMUNITIES AND SCHOOL ACT**

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.) No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

Augusta Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, Augusta Technical College shall with respect to any student so convicted:

- 1) Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- 2) Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Augusta Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- 1) The dangers of drug and alcohol abuse on the campus and elsewhere.
- 2) Any available drug and alcohol counseling, rehabilitation and assistance programs.
- 3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Augusta Technical College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Augusta Technical College shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

## II. STUDENT CODE OF CONDUCT

8. Drugs, Alcohol and Other Substances - Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

- a) Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on Augusta Technical College Premises or at Augusta Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in an Augusta Technical College-owned vehicle is prohibited.
- b) Controlled substances, illegal drugs and drug paraphernalia: Augusta Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- d) Smoking/Tobacco: Augusta Technical College prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Augusta Technical College Premises. Refer to the Augusta Technical College Tobacco Policy.

### 10. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii); O.C.G.A. § 16-7-80; O.C.G.A. § 16-7-81; O.C.G.A. § 16-7-85; O.C.G.A. § 16-11-121; O.C.G.A. § 16-11-125.1; O.C.G.A. § 16-11-126; O.C.G.A. § 16-11-127; O.C.G.A. § 16-11-127.1; O.C.G.A. § 16-11-129; O.C.G.A. § 16-11-130; O.C.G.A. § 16-11-133; O.C.G.A. § 16-11-135; O.C.G.A. § 16-11-137; 16-11-137.1; O.C.G.A. § 43-38-10



## PREVENTIVE HEALTH CARE

### Smoking

Smoking is a matter of personal choice. However, the link between smoking and lung cancer seems clear. If you are going to smoke, you should know what is happening in your body.

1. Each time you inhale tobacco smoke you kill several hundred lung cells.
2. You send carbon monoxide into the blood where it competes with oxygen for hemoglobin (and usually wins).
3. You paralyze the bronchial cilia (hairs that catch things) and make it hard for them to keep bacteria from the lungs.
4. You speed up your heart rate.
5. You dull your brain with carbon monoxide, thereby slowing your reaction time and visual acuity.
6. Nicotine hits the central nervous system and stimulates it to release hormones. A feeling of depression and fatigue follows the nicotine "rush."
7. Other components of cigarette smoke cause the arteries to contract, causing a decrease in blood supply to the fingers and toes and a drop in skin temperature.

### Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. We have all, at one time or another, used and abused drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a Wellness Counselor.

**Aspirin:** This is one of the most commonly abused drugs. It is also, however, one of the most useful medicines. It has three functions: (1)analgesia (pain relieving); (2) anti-inflammatory (reduces redness and swelling); and (3)antipyretic (reduces fever). With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco abuse increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is

a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse --smokeless tobacco--is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems--tooth decay, bad breath, discolored teeth, and gum disease.

**Alcohol:** Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "amotivational syndrome,"--loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are not harmless. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at any time, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. They are, however, physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be good, and another may be disastrous. There is a great danger of bodily injury to self and others.

## Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice - to

drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent--it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drownings, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts" or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently--more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If your choice is to continue to drink, be sure you are a responsible drinker as described below.

1. Drinks while relaxing, not to relax.
2. Eat before and during drinking.
3. Has two or fewer drinks daily.
4. Abstains periodically.
5. Doesn't rush or rush others when drinking.
6. Feels comfortable alternating alcoholic with non-alcoholic drinks.
7. Follows legal sanctions pertaining to drinking (legal age, driving while intoxicated, etc.).
8. Recognizes alcohol as a potent drug.
9. Respects the right of others to drink or not to drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Wellness Counselors can help by referring individuals with drinking problems to the appropriate agency or support group.

## **Sexual Assault Prevention & Alcohol Abuse Prevention**

As part of our federal compliance mandate to address Title IX and comprehensive prevention efforts for new and returning students, Augusta Technical College expects you to complete the Sexual Assault Prevention and AlcoholEdu courses. Sexual Assault Prevention is a program on sexual assault prevention techniques. AlcoholEdu is a program that provides alcohol abuse prevention techniques. These two (2) hour online courses are thoughtful, educated, and educating programs for adults of all ages committed to thinking about their life choices, as well as assisting others. Students are requested to complete the courses in their first semester of attendance. *(These classes changed to “Voices for Change” in Fall 2022.)*

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990 (THE CLERY ACT)**

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics.

Augusta Technical College publishes an annual disclosure report to faculty, staff, students, and the public to comply with the provisions of the law. This report is available in the Information Technology Center, Business Office and on our website at <https://www.augustatech.edu/>. Printed copies may be obtained by contacting the Campus Police located at 3200 Augusta Tech Dr. Augusta, GA, Building 100.

The following staff may be contacted if you have questions pertaining to the following:  
Crime Statistics: Michael Anchor (706) 771-4021

## **SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome, verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to: Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

**Sexual Violence** (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

## **GRIEVANCE PROCEDURE**

### **A. Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others.
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with Augusta Technical College. Augusta Technical College shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, Augusta Technical College must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. Augusta Technical College should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. Augusta Technical College must inform the student if the request cannot be granted.
5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to Augusta Technical College's Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu).

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

10. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

## Coordinators

### STUDENT GRIEVANCE PROCEDURE COORDINATORS FOR DISCRIMINATION IN REGARD TO RACE, SEX, OR DISABILITY

#### NONDISCRIMINATION COMPLIANCE COORDINATOR

SHANNON PATTERSON

AUGUSTA CAMPUS

BUILDING 100

706-771-4013

[sbentley@augustatech.edu](mailto:sbentley@augustatech.edu)

#### EQUITY/TITLE IX CONTACT FOR STUDENTS

MIGDALIZ BERRIOS

TITLE IX/EQUITY COORDINATOR

AUGUSTA CAMPUS

BUILDING 1300

706-771-5730

[migdaliz.berrios@augustatech.edu](mailto:migdaliz.berrios@augustatech.edu)

#### ADA/504 COORDINATOR

KARISSA D. WRIGHT

AUGUSTA CAMPUS

BUILDING 1300

706-771-4067

[kdavis@augustatech.edu](mailto:kdavis@augustatech.edu)

MAILING ADDRESS:  
AUGUSTA TECHNICAL COLLEGE  
3200 AUGUSTA TECH DRIVE  
AUGUSTA, GA 30906

## Professional Development

The faculty and staff of Augusta Technical College are encouraged to continue professional growth by updating knowledge and skills. Annually, a professional development plan is jointly developed by all full-time faculty and professional staff. The plan focuses on increasing knowledge and skills, not accomplishing tasks or work. The *Professional Development Plan Form* is available in the Forms Repository on the Augusta Technical College website. Documentation of professional development during the year must be completed during the plan year which is May 1 to April 30 of the following year. All professional development activities must be reported via a Microsoft Form, available on the faculty and staff webpage.

### 2023 & 2024 Mandatory Offerings Provided via SharePoint

FY2023	FY2024
Active Shooter Response/Campus Carry	Active Shooter Response/Campus Carry
Bloodborne & Airborne Pathogens (Required for specific personnel)	Bloodborne & Airborne Pathogens (Required for specific personnel)
Cyber Threat Awareness (KnowBe4)	Cyber Threat Awareness (KnowBe4)
Disability Sensitivity Training	Disability Sensitivity Training
Diversity Training	Diversity Training
Fuel Card Training	Fuel Card Training – New Employees Only
General Accessibility Training	General Accessibility Training
Motor Vehicle Training Automotive Liability Coverage Driving Do's & Don'ts Hands Free Law (Required of Full-Time Faculty and Staff, and any part time staff that will drive a state vehicle.)	Motor Vehicle Training Automotive Liability Coverage Driving Do's & Don'ts Hands Free Law (Required of Full-Time Faculty and Staff, and any part time staff that will drive a state vehicle.)
Right-To-Know/Hazard Communications	Right-To-Know/Hazard Communications
Titles IX	Titles IX
Violence Against Women Act Reauthorization 2013 Sexual Harassment Sexual Assault/Human Trafficking	Violence Against Women Act Reauthorization 2013 Sexual Harassment Sexual Assault/Human Trafficking
Work Ethics Awareness & Forms	Work Ethics Awareness & Forms



# Employee Handbook

## New Employee Orientation

Each new full-time employee is provided an in person new employee orientation to the philosophy, purpose, and operational procedures of the College by a Human Resources Representative. In addition, the immediate supervisor and/or designee of the College conducts a departmental/ divisional orientation to acclimate employees with the College's procedures.

Each new part-time adjunct faculty and staff is provided a new employee orientation to the philosophy, purpose, and operational procedures of the College by an immediate supervisor and/or designee of the College.

A new employee orientation video is available to all employees on the Human Resources section of the College website.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Augusta Technical College and the Technical College System of Georgia (TCSG) believe the health and wellbeing of all our employees is of critical importance. The State of Georgia has contracted with Acentra, an independent firm, to provide employee assistance services for full-time employees, and their immediate families.

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP counselors are licensed mental health professionals, and all have a master's degree or doctorate in their field of expertise.

The EAP program is **free, confidential, and accessible 24/7**, with your right to privacy protected within the bounds of the law. Acentra will not disclose usage of the Employee Assistance Program. To take advantage of the EAP, contact Acentra by calling 833-276-0988 or go to your EAP website at **www.EAPHelplink.com** and enter the code: **Georgia**.

## Unlawful Discrimination, Harassment and Retaliation in Employment

Augusta Technical College prohibits unlawful discrimination, harassment and retaliation in accordance with the Statement of Equal Opportunity. Students, faculty, and staff who engage in discrimination, harassment, and retaliation on the College premises, or at a college-sponsored activity will be subject to disciplinary action.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

The College will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.

Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated.

Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment. (Reference State Policy 4.3.1.)

### **Drug-Free Workplace Policy**

Augusta Technical College and the Technical Colleges System of Georgia is committed to providing an environment that ensures the safety and well-being of all employees, students, and campus visitors to the College; protects employee and student property; and prohibits influences that may have a detrimental effect upon the orderly, safe, and efficient operation of the College.

All Augusta Technical College employees are prohibited in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances, to include prescription medications prescribed to someone else. All employees are prohibited from the use of illegal drugs of any form during non-working hours regardless of location. The possession/transport of alcoholic beverages or illegal drugs in a state vehicle, a state-sponsored leased or rental vehicle, or a personal vehicle upon which the state is providing/could provide mileage reimbursement is prohibited.

ALL positions are subject to reasonable suspicion, return-to duty, and follow-up drug/alcohol testing.

Note: Safety sensitive/high-risk positions are subject to pre-employment and random drug/alcohol testing.

### **Tobacco-Free Campus**

Augusta Technical College is a designated tobacco-free institution. Tobacco includes any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks, strips, pellet, etc.).

Smoking or use of other tobacco products is prohibited on all Augusta Technical College campuses; owned or leased properties, and campus-owned, leased, or rented vehicles. This includes but is not limited to all College sidewalks, parking lots, landscaped areas, and recreational areas; at lectures, conferences, meetings, and social and cultural events held on property of Augusta Technical College. Smoking is also prohibited in the interior of all buildings and vehicles owned or operated by Augusta Technical College.

Violation of this policy may result in disciplinary action under the provisions of the State Board Positive Discipline Policy for employees and the provisions of the Student Code of Conduct for students.

The State of Georgia (through its benefits and leave programs) and the Technical College of Georgia (TCSG) (through employment-related policies, procedures, and programs) seek to provide a work-life balance which is supportive of employees and their family. The TCSG cannot, however, permit the continued or reoccurring presence of children in the workplace due to potential legal liability, health and safety concerns, and/or the potential disruption to other employees and/or to TCSG operations.

## Website Information

### CLERY ACT

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990. It is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall in 1986. This law requires us and all institutional officials with significant responsibility for campus and student affairs to publicly disclose three years of campus crime statistics.

This publication has been developed by the Augusta Technical College in compliance with the Crime Awareness and Campus Security Act and the Jeanne Clery Act. It is intended to make you aware of the safety and security policies that have been instituted at Augusta Technical College to provide a safe academic environment.

**Note:** These statistics represent crimes reported to security officials at Augusta Technical College. Some of these crimes may eventually be determined to have been unfounded or inaccurately reported.

### Annual Crime Report

The annual security report must be published and distributed by October 1 each year. Therefore, the crime statistics shown are for the (3) three previous years.

### Crime Statistics

The following table lists the number of criminal offenses, arrests and disciplinary actions reported on the college sites for the past 3 years. [Clery/Crime Statistics](#)

Offenses*	Augusta			Columbia Co			Thomson			Waynesboro		
Criminal Offenses	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	1	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	2	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

\*Reported as of 6/30/24

<b>Arrests*</b>	<b>Augusta</b>			<b>Columbia Co</b>			<b>Thomson</b>			<b>Waynesboro</b>		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0

\*Reported as of 6/30/24

<b>Disciplinary Actions*</b>	<b>Augusta</b>			<b>Columbia Co</b>			<b>Thomson</b>			<b>Waynesboro</b>		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Actions	0	0	0	0	0	0	2	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0	2	0	0	0	0	0
Drug law violations	0	0	1	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0

\*Reported as of 6/30/24

## Student Affairs Programs

### STUDENT ACTIVITIES EVENTS

#### New Student Orientation/Cougars On Campus

Prior to the start of each new semester, New Students and New to Program Students are invited to attend an orientation either in-person (Cougars On Campus) or online where they learn about student services and college resources. At the Cougars on Campus, students meet with Student Affairs representatives for information about Augusta Technical College, receive college resource information, and complete the financial aid and registration process. Students receive their instructions for securing ID cards and parking permits.

#### Student Activities

<b>FY2023</b>	<b>Event</b>	<b>Campus</b>	<b>Attendees</b>
07/16/2022	Warrior Wednesday Game	Community/ SRP Park	100
08/17/2022	Cougars on Campus Orientation	Augusta Campus	125
08/18/2022	Cougars on Campus Orientation	Augusta Campus	100
08/22/2022	Stu. Activities: Welcome Back Events	Augusta Campus	45
08/23/2022	Stu. Activities: Welcome Back Events	Augusta Campus	75
09/12/2022	Health and Wellness Expo	Grovetown Campus	25
09/13/2022	Health and Wellness Expo	Thomson Campus	15
09/14/2022	Health and Wellness Expo	Augusta Campus	30
09/15/2022	Health and Wellness Expo	Waynesboro Campus	17
09/20/2022	Voter Registration & Constitution Day	All Campuses	50
09/21/2022	Donuts & Degreeworkshop	Augusta Campus	42
09/26/2022	Food Truck Day	Augusta Campus	56
09/27/2022	Cougar Family Feud	Augusta Campus	50
09/28/2022	Cougar Karaoke	Augusta Campus	48
09/29/2022	Inspire Series Keynote Speaker	Augusta Campus	71
09/30/2022	Den of Distinction	Augusta Campus	80
10/11/2022	Mid-Semester Check-In	Augusta Campus	100
10/12/2022	Purple Promise Domestic Violence Event	Augusta Campus	65
10/31/2022	It's Time! To Play! PTK Game Day Event	Augusta Campus	80
11/09/2022	Veteran's Day Celebration	Augusta Campus	46
11/10/2022	Donuts & Degreeworkshop	Augusta Campus	50
11/15/2022	Dean's List Celebration	Augusta Campus	100
11/29/2022	Open House/ Tree Lighting Ceremony	Augusta Campus	200
12/07/2022	PTK Nostalgia as Play Honors in Action	Augusta Campus	100
12/07/2022	Hot Cocoa Bar	Augusta Campus	60
12/08/2022	Hot Cocoa Bar	Augusta Campus	57
12/09/2022	Hot Cocoa Bar	Augusta Campus	72
12/12/2022	Fuel for Finals	All Campuses	50
12/13/2022	Fuel for Finals	All Campuses	50
12/14/2022	Fuel for Finals	All Campuses	50
12/15/2022	Fuel for Finals	All Campuses	50
12/16/2022	Fuel for Finals	All Campuses	50
01/05/2023	Cougars on Campus Orientation	Augusta Campus	100

01/13/2023	MLK Jr. Tri-Campus Celebration	Community/ Paine	200
02/13/2023	Health and Resource Expo	Grovetown Campus	30
02/14/2023	Health and Resource Expo	Thomson Campus	25
02/15/2023	Health and Resource Expo	Augusta Campus	60
02/16/2023	Health and Resource Expo	Waynesboro Campus	30
03/14/2023	PTK Induction Ceremony	Augusta Campus	50
03/16/2023	Mid-Semester Check-In	Augusta Campus	75
03/23/2023	Student Town Hall	Augusta Campus	20
04/18/2023	Turn Augusta Tech Teal SAAM Event	Augusta Campus	40
04/26/2023	Denim Day	All Campuses	60
05/09/2023	Den of Scholars	Augusta Campus	80
05/11/2023	Cougars on Campus Orientation	Augusta Campus	75
06/07/2023	Warrior Wednesday Game	Community/ SRP Park	100
06/10/2023	Commencement	James Brown Arena	1500
06/14/2023	Juneteenth Backyard Festival	Augusta Campus	75
06/15/2023	Juneteenth Arts and Health Expo	Augusta Campus	50
06/16/2023	Open House	Community/ SRP Park	2000
06/21/2023	PRIDE / On Campus	Augusta Campus	50
06/23/2023	PRIDE Festival	Community	3000
06/24/2023	PRIDE Festival	Community	3000
<b>Total=</b>			<b>12,729</b>

<b>FY2024</b>	<b>Event</b>	<b>Campus</b>	<b>Attendees</b>
08/17/2023	Cougars on Campus Orientation	Augusta Campus	100
08/21/2023	Welcome Back Coffee Event	Augusta Campus	25
08/22/2023	Welcome Back Coffee Event	Augusta Campus	30
08/23/2023	Welcome Back Kona Ice Event	Augusta Campus	27
08/24/2023	Welcome Back Kona Ice Event	Augusta Campus	20
09/07/2023	Fall Festival	Augusta Campus	100
09/11/2023	Health & Resource Expo	Grovetown Campus	25
09/12/2023	Health & Resource Expo	Thomson Campus	15
09/13/2023	Health & Resource Expo	Augusta Campus	45
09/14/2023	Health & Resource Expo	Waynesboro Campus	12
09/19/2023	HOLA Kick Off Celebration	Augusta Campus	60
09/25/2023	Founders Week Food Truck Day	Augusta Campus	30
09/26/2023	Founders Week Keynote Speaker	Augusta Campus	67
09/27/2023	Founders Week Karaoke	Augusta Campus	45
09/28/2023	Founders Week JAMP Concert	Augusta Campus	40
09/29/2023	Founders Week Den of Distinction	Augusta Campus	100
10/10/2023	Mid-Semester Check-In – Taco Tuesday	Augusta Campus	80
10/25/2023	Domestic Violence Event	Augusta Campus	55
10/26/2023	Dean's/President's List Celebration	Augusta Campus	125
11/29/2023	Tree Lighting Ceremony	Augusta Campus	150
12/04/2023	Fuel for Finals	All Campuses	150
01/04/2024	Cougars on Campus Orientation	Augusta Campus	90
01/12/2024	MLK Jr. Program	Augusta Campus	200
02/27/2024	7Brew Coffee on Campus	Augusta Campus	200
02/27/2024	History in our own Backyard	Augusta Campus	94
03/11/2024	Food Truck Day	Augusta Campus	55
03/13/2023	Hip Hop Bingo	Augusta Campus	65
03/27/2024	Easter Egg Hunt	Augusta Campus	350

04/18/2024	Women's Voters League	Augusta Campus	30
05/01/2024	Warrior Wednesday Game	Community/ SRP Park	100
05/09/2024	Cougars on Campus Orientation	Augusta Campus	97
05/15/2024	Red Cross Blood Drive	Augusta Campus	25
05/21/2024	Den of Scholars	Augusta Campus	125
05/22/2024	Food Truck Day	Augusta Campus	50
05/24/2024	Augusta Air Show	Community	3000
05/25/2024	Augusta Air Show	Community	3000
05/26/2024	Augusta Air Show	Community	3000
06/17/2024	Juneteenth Events	Augusta Campus	160
06/21/2024	PRIDE Festival	Community	3000
06/22/2024	PRIDE Festival	Community	3000
<b>Total=</b>			<b>17,942</b>

## COUNSELING CENTER

### Health & Resource Expos (Wellness Fairs)

The Annual Wellness/Resource Fairs (Health, Resource Expos) are held in September and February bringing college departments, community organizations and vendors who specialize in physical, spiritual, financial and emotional health. Healthy living options are provided by these groups including services for alcohol, drug, and safety concerns.

### Presentations & Information Table Displays

Study Skills & Time Management, Test Anxiety & Stress Management, Wellness Dimensions and Conflict Resolution Workshops both discuss the importance of healthy living and managing stressors daily. Resources for avoiding drugs and alcohol, and managing healthy relationships, are provided during the presentations and participants are encouraged to reach out for assistance.

Information Table Displays for Healthy Choices, Breast Cancer Awareness, Depression Awareness, Great American Smokeout, Cold & Flu, and Sexual Assault/Domestic Violence Awareness promoted on all campuses shared information with students, faculty, and staff the importance of making good choices, and recognizing stressors that lead to unhealthy choices and shared ways to make better choices in the future, including education on drugs and alcohol.

### Counseling/Wellness Activities

Date	Presentations & Information – FY2023	Campus	No.
8/9/2022	Academic Probation & Suspension Resource Emails	All Locations	365
8/17/2022	New Student Orientation/Cougars on Campus	Augusta	100
8/19/2022	New Student Orientation/Cougars on Campus	Augusta	100
8/29/2022	College Success Workshop	All Locations	5
9/12/2022	Health & Resource Expo	Grovetown	30
9/13/2022	Health & Resource Expo	Thomson	31
9/14/2022	Health & Resource Expo	Augusta	79
9/15/2022	Health & Resource Expo	Waynesboro	52
10/3/2022	College Success Workshop (2 Sessions)	All Locations	8
10/10/2022	Financial Literacy Event	Augusta	15



10/11/2022	Mid-Semester Check In	Augusta	90
10/12/2022	Purple Promise Pledge Day / Domestic Violence Event	All Locations	150
10/12/2022	QPR Presentations (2 Sessions)	Augusta	18
10/13/2022	QPR Presentation	Thomson	25
11/17/2022	Great American Smokeout Quit Day – Info Table	All Locations	80
11/28/2022	Bereavement Resources (Student Suicide)	Waynesboro	20
1/5/2023	Cougars on Campus/Orientation (2 Sessions)	Augusta	150
1/5/2023	Academic Probation & Suspension Resource Emails	All Locations	989
1/17/2023	College Success Resource Workshop – Virtual	All Locations	4
1/18/2023	Wellness Dimensions (OTA Class)	Summerville	25
2/13/2023	Health & Resource Expo	Grovetown	30
2/14/2023	Health & Resource Expo	Thomson	30
2/15/2023	Health & Resource Expo	Augusta	100
2/16/2023	Health & Resource Expo	Waynesboro	50
2/20/2023	College Success Resource Workshop – Virtual	All Locations	7
3/16/2023	Mid-Summer Check-In with Advising	Augusta	75
3/29/2023	Career/Counseling/Support Services	GA Cyber Center	10
4/11/2023	STD Awareness Event	Augusta	25
4/18/2023	SAAM Event – Turn Augusta Tech Teal	All Locations	120
4/25/2023	Autism Awareness Day – Tabeing Event	Augusta	20
5/11/2023	Cougars on Campus/Orientation (2 Sessions)	Augusta	150
5/17/2023	LifeLink of GA – Organ/Tissue Donor Information	Augusta	30
5/9/2023	Academic Probation & Suspension Resource Emails	All Locations	821
5/9/2023	College Success Resource Virtual Recording Sent	All Locations	Same
6/21/2023	PRIDE – Campus Information Table	Augusta	50
<b>Total=</b>			<b>3954</b>

<b>Date</b>	<b>Presentations &amp; Information – FY2024</b>	<b>Campus</b>	<b>No.</b>
7/13/2023	Academic Skills/Time Management (Nursing)	Summerville	40
8/9/2023	Academic Probation & Suspension Resource Emails	All Locations	380
8/9/2023	College Success Resource Virtual Recording Sent	All Locations	Same
8/17/2023	Cougars on Campus/Orientation (2 Sessions)	Augusta	200
8/21/2023	Special Needs/Disability Services Email	All Locations	209
8/22/2023	LifeLink of GA – Organ/Tissue Donor Information	Augusta	25
9/11/2023	Health/Wellness & Resource Expo	Grovetown	35
9/12/2023	Health/Wellness & Resource Expo	Thomson	25
9/13/2023	Health/Wellness & Resource Expo	Augusta	74
9/14/2023	Health/Wellness & Resource Expo	Waynesboro	64
10/3/2023	Academic Skills/Time Management (Nursing) 2 Sessions	Summerville	80
10/3/2023	Smart Money Habits/Financial Literacy – Virtual	All Locations	12
10/10/2023	Mid-Semester Check-In	Augusta	75
10/25/2023	Domestic Violence/Purple Promise	All Locations	75
11/6/2023	YouScience Workshop (2 Sessions)	Augusta	35
11/16/2023	Great American Smokeout – Info Table	All Locations	60
1/4/2024	Cougars on Campus/Orientation (2 Sessions)	Augusta	150
1/8/2024	Special Needs/Disability Services Email	All Locations	172
1/8/2024	Academic Probation & Suspension Resource Emails	All Locations	805
1/8/2024	College Success Resource Virtual Recording Sent	All Locations	Same
1/18/2024	SRNS Apprenticeship Orientation/Time Management	Augusta	35
2/12/2024	Health/Wellness & Resource Expo	Grovetown	25
2/13/2024	Health/Wellness & Resource Expo	Thomson	40
2/14/2024	Health/Wellness & Resource Expo	Augusta	85

2/15/2024	Health/Wellness & Resource Expo	Waynesboro	45
2/21/2024	Wellness Dimension – Adult Education	Augusta	45
3/6/2024	Study Skills & Time Management (Cosmetology)	Augusta	23
3/7/2024	Study Skills & Time Management (Cosmetology)	Augusta	32
3/13/2024	Mid-Semester Check In	Augusta	100
4/16/2024	Sexual Assault - #turnaugustatechreal	All Locations	60
5/7/2024	Academic Probation & Suspension Resource Emails	All Locations	772
1/8/2024	College Success Resource Virtual Recording Sent	All Locations	Same
5/9/2024	Cougars On Campus/Orientation (2 Sessions)	Augusta	60
5/13/2024	Special Needs/Disability Services Email	All Locations	111
6/17/2024	PRIDE – Campus Information Table	Augusta	160
<b>Total=</b>			<b>4109</b>

### Voices for Change

An online course provided by the Technical College System of Georgia through Get Inclusive is offered to all new and returning students with a request to complete by the Vice President of Student Affairs. **Get Inclusive: Voices for Change** focuses on four main topics: Identities and Inclusion, Consent and Sexual Violence (Title IX), Alcohol and Other Drugs, and Hazing and Intimidation.

### Social Norms Campaign

Information about Social Norms using data from our students' responses to the Sexual Assault Prevention course was emailed to all students, faculty, and staff. Posters were displayed on campus.

6/1/2023	Social Norms Campaign	Emailed to All Faculty & Staff
6/1/2023	Social Norms Campaign	Emailed to All Students/Posters

### Student Report for FY2023

Course	Total Registrations	Completions
Get Inclusive – Voices for Change	227	160

### Student Report for FY2024\*

Course	Total Registrations	Completions
Get Inclusive – Voices for Change	455	225

\*As of 6/30/2024

### Judicial Hearings & Student Code of Conduct Complaints

The Vice President for Student Affairs is the chief administrator for handling the disciplinary procedures for the college. Mandatory counseling through the Counseling Center *Voices for Change* courses have been included as sanction options when the hearing panel is rendering a decision.

#### Disciplinary & Conduct Complaint Results FY2023 (202312, 202314, 202316)

Type of Hearings	Number of Students/ Number of Complaints	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings*
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Sexual Misconduct	0	0	0	0	0	0
Theft	1	0	0	0	0	1
Vandalism	2	2	0	0	0	0
Weapons	0	0	0	0	0	0

\*No sanctions or student unavailable for hearing process

#### Disciplinary & Conduct Complaint Results FY2024 (202412, 202414, 202416)\*\*

Type of Hearings	Number of Students/ Number of Complaints	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings*
Alcohol	2	0	0	4	0	1
Drugs	0	0	0	0	0	0
Sexual Misconduct	0	0	0	0	0	0
Theft	1	1	0	0	0	0
Vandalism	0	0	0	0	0	0
Weapons	1	0	0	0	0	1

\*No sanctions or student unavailable for hearing process

\*\*Numbers as of 6/30/2024

---

## Resource Links

**Augusta Technical College Website**

<https://www.augustatech.edu/index.cms>

**Annual Crime Report & Clery Act**

<https://www.augustatech.edu/about-us/crime-statistics.cms>

**College Catalog Links**

[2024 Summer Semester Catalog](#)

[2024 Spring Semester Catalog](#)

[2023 Fall Semester Catalog](#)

[2023 Summer Semester Catalog](#)

[2023 Spring Semester Catalog](#)

[2022 Fall Semester Catalog](#)

**College Mission**

<https://www.augustatech.edu/about-us/strategic-plan.cms>

**Counseling Center & Wellness Committee**

<https://www.augustatech.edu/student-resources/counseling-center-ov.cms>

**Employee Handbook**

[Employee Handbook 02212023](#)

**Get Inclusive: Voices for Change**

<https://getinclusive.com/>

**New Student Orientation**

<https://orientation.augustatech.edu/>

**Student Activities**

<https://www.augustatech.edu/student-resources/student-clubs-ov.cms>

**Student Handbook & Wellness Guide**

<https://augustatech.smartcatalogiq.com/en/2024/student-handbook-and-wellness-guide>