



**Local Board of Directors Meeting  
December 5, 2019**

**Board Members Present**

Ted Buford, Chair  
Kurt Davis  
Lee Gowen  
Artie Jones, Jr.  
Dewayne Johns  
Lee Lewis, Vice Chair  
Gwen Mungin  
Toni Nelson  
Jason Rubenbauer

**Staff Members Present**

Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Karla Eubanks, Vice President for Student Affairs  
Vince Jackson, Vice President for Institutional Effectiveness  
Natasha King, Executive Assistant to the President  
Melissa Lamb, Vice President for Administrative Services  
Amanda Morris, Vice President for Academic Affairs  
Lonnie Roberts, Provost  
Stephanie Roberts, Director of Institutional Advancement  
Pete Snell, Vice President for Economic Development

**Board Members Absent**

Joy Burch-Meeks  
Joel Varnedoe

**Staff Members Absent**

Dr. Glenn Deibert, President  
Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology

**Guests**

Matt Carter, Executive Director, Pierce County Industrial Development and Building Authority  
Brad Foley, Sales Director, Southern Eagle Distributing  
Angela Manders, Executive Director, Pierce County Chamber of Commerce  
Lauralee Beauregard, CPTC Marketing Coordinator

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, December 5, 2019, at 12:03 p.m. at Southern Eagle Distributing, LLC in Blackshear, Georgia. Ted Buford, CPTC Local Board Chair, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Jason Rubenbauer, a second by Toni Nelson, the CPTC Local Board of Directors unanimously approved the agenda.*

**SOUTHERN EAGLE DISTRIBUTING, LLC PRESENTATION – Brad Foley**

In 2018, Southern Eagle Distributing and Crown Beverages merged to form Southern Crown Partners. As of 2019, Southern Crown Partners umbrella consists of over 550 Southern Eagle Distributing and Crown Beverages team members across Georgia and South Carolina. The company distributes over 17 million cases of high quality beverages.

Brad Foley, Sales Director with Southern Eagle Distributing presented a history of Southern Eagle Distributing and its parent company Southern Crown Partners to the CPTC Local Board of Directors.

**PIERCE COUNTY INDUSTRIAL DEVELOPMENT AND BUILDING AUTHORITY – Matt Carter**

Matt Carter, Executive Director of the Pierce County Industrial Development and Building Authority gave an update on the variety of industries in Pierce County and how the College's existing programs help to strengthen those industries.

**ACTION ITEMS**

**NEW BOARD MEMBER – Ted Buford, Toni Nelson & Gwen Mungin**

The CPTC Local Board of Directors' Nominating Committee made a recommendation to nominate Dialo Cartwright as the new board member to represent Glynn County.

*Upon a motion to approve by Artie Jones, a second by Lee Gowen, the CPTC Local Board of Directors unanimously approved the nomination of Dialo Cartwright and forwarding the nomination to the State Board of the Technical College System of Georgia (TCSG) for final review and action.*

**APPROVAL OF MINUTES**

*Upon a motion to approve by Gwen Mungin, a second by Artie Jones Jr., minutes of the October 28, 2019, CPTC Local Board of Directors' meeting were unanimously approved.*

**NEW PROGRAM REQUESTS – Amanda Morris**

Amanda Morris made a recommendation to approve the following new programs:

- Emergency Medical Responder, TCC
- Basic Machinist, TCC

*Upon a motion to approve by Jason Rubenbauer, a second by Toni Nelson, the CPTC Local Board of Directors unanimously approved the new programs listed above.*

**CABINET REPORTS (Full reports uploaded to Dropbox seven (7) days prior to meeting.)**

**Office of Academic Affairs – Amanda Morris**

The University of Georgia Tifton Campus - Agricultural Division met with the College to discuss a possible articulation agreement for CPTC's Associate of Science in General Studies. The College hopes to hear more about what they can offer in the coming weeks.

The Automotive Technology Program received a donation from Hodges Ford in Darien GA, which included a Ford Scan Tool VCM II worth \$899.99, IDS Software Licensing worth \$550.00, and 2 vehicles, a 2004 Ford Crown Vic and a 2002 Mitsubishi Galant.

**Office of Administrative Services – Melissa Lamb**

Board members received a handout of the College's budget report showing the actual year-to-date revenue and expenditures for the College.

The following CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Faithful Service Ward
- CPTC Procedure: Staff Development
- CPTC Procedure: Risk Management

- CPTC Procedure: Fuel Cards
- CPTC Procedure: Fleet Vehicle Usage
- CPTC Procedure: Golf Cart & Utility Vehicle Usage

**Office of Economic Development – Dr. Pete Snell**

WorkSource Wayne, WorkSource Jeff Davis, WorkSource Appling, Go Build Glynn and Ware Worx are holding events to help increase awareness for the current and future high demand for manufacturing workforce development.

**Office of Institutional Advancement – Stephanie Roberts**

Twenty-three teams played in this year's Tournament. The Golf Tournament will NET a total of \$22,089.76. This is up from 2018, which was a net of \$16,045.83.

Free application day for Spring Semester enrollment was held November 5. A total of 222 applications were accepted.

**Office of Institutional Effectiveness – Vince Jackson**

The Substantive Change Prospectus for the new Camden Instructional Site has been completed and submitted to SACSCOC.

**Office of Student Affairs – Karla Eubanks**

The following CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Student Tuition and Fees/Refunds/Return on Title IV Policies
- CPTC Procedure: Pell Recalculation

**Office of the Provost – Lonnie Roberts**

The Marketing Division has finalized and submitted the order for CPTC's 2020 desk calendars.

**Office of the President – Lonnie Roberts**

Lonnie Roberts presented on behalf of Dr. Glenn Deibert.

The picture below shows an aerial view taken of the Camden County Campus approximately two weeks ago. Currently, the contractor is primarily working on MEP Rough In, Stucco, Brick and sheetrock. More pictures can be viewed online at <https://www.smugmug.com/gallery/n-qRgR8g/>.



Over the next several years, the Technical College System of Georgia (TCSG) anticipates that its 22 colleges will experience significant positive turnover in key leadership positions, specifically, the position of President. TCSG wants to be prepared to respond quickly to these vacancies as they occur. In preparation, TCSG has developed the Leader and Education Administrator Development (LEAD) program. LEAD is a series of customized development activities that will prepare the next generation of leaders and TCSG is currently seeking candidates for the program. This program is primarily for leaders who are the most qualified for advancement within the TCSG System, up to and including the position of President. Selected participants will receive customized development that will include classroom training, shadowing, mentorship and online courses.

In an effort to develop mid-level leaders at the College, CPTC is in the process of developing our own internal leadership program. The details are still being finalized and the program should start sometime this Spring.

#### **Upcoming Events**

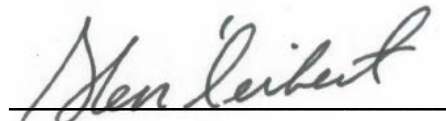
The CPTC Christmas Luncheon is scheduled for December 12, 2019, at 12:00 p.m. on the Jesup Instructional Site.

The next CPTC Local Board of Directors' meeting is scheduled for January 16, 2020, at 12:00 p.m. on the Waycross Campus.

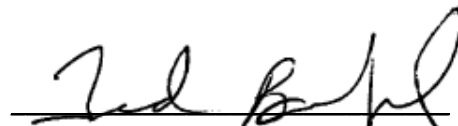
The next CPTC graduation ceremony for Fall is scheduled for Thursday, January 30, 2020, 7:00 p.m. at the Wayne County High School Auditorium.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:08 p.m. A tour of Southern Eagle Distributing followed.



Coastal Pines Technical College  
President



Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair