



**Local Board of Directors Meeting
February 21, 2019**

Board Members Present

Ted Buford, Chair
Lee Gowen
Joy Burch-Meeks
Gwen Mungin
Toni Nelson, Vice Chair
Joel Varnedoe

Staff Members Present

Dr. Glenn Deibert, President
Eva Byrd, Project Manager
Karla Eubanks, Vice President for Student Affairs
Derrell Harris, Executive Director of Information Technology
Vince Jackson, Vice President for Institutional Effectiveness
Natasha King, Executive Assistant to the President
Amanda Morris, Vice President for Academic Affairs
Stephanie Roberts, Director of Institutional Advancement
Pete Snell, Vice President for Economic Development

Board Members Absent

Paulo Albuquerque
Dr. Greg Jacobs
Daniel Johnson
Dr. Keith Johnson
Lee Lewis

Staff Members Absent

Chad Boyett, Executive Director of Facilities
Melissa Lamb, Vice President for Administrative Services
Kelly Peacock, Executive Director of Adult Education
Lonnie Roberts, Provost

Guests

Lauralee Beauregard, Marketing Coordinator

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, February 21, 2019, at 12:34 p.m. in room 1458 on the Waycross Campus. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Lee Gowen, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the agenda.

CERTIFIED BOARD MEMBER CERTIFICATE PRESENTATION

Each Local Board of Directors member, upon being sworn into office, begin working on the requirements to be a Certified Board member. To become certified, local board members must complete five workshops; and participate in ten different available activities. Ted Buford and Dr. Glenn Deibert presented Joel Varnedoe with his certificate of completion for becoming a Certified Board member.

ACTION ITEMS

NEW BOARD MEMBERS – Ted Buford, Toni Nelson & Gwen Mungin

The CPTC Local Board of Directors' Nominating Committee made the following recommendations:

- Kurt Davis as a new board member to represent Jeff Davis County
- Elyse Szala as a new board member to represent Glynn County
- Artie Jones Jr. as a new board member to represent Camden County
- Jason Rubenbauer as a new board member to represent Pierce County

Upon a motion to approve by Joel Varnedoe, a second by Lee Gowen, the CPTC Local Board of Directors unanimously approved the nomination of the individuals listed above and forwarding the nominations 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 Toni Nelson, a second by Gwen Mungin, minutes of the November 15, 2018, CPTC Local Board of Directors' meeting were unanimously approved.

USDA GRANT PROPOSALS – Vince Jackson

Vince Jackson requested approval to submit two USDA Grants to purchase equipment for the following programs:

- Neuromuscular Massage Therapy Program – Equipment (Waycross) - \$30,000, and
- Welding & Joining Program – 10 Welding Machines (Jesup) - \$50,000

Upon a motion by Lee Gowen, a second by Toni Nelson, the CPTC Local Board of Directors unanimously approved the request.

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

Office of Academic Affairs – Amanda Morris

The following new CPTC procedure has been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Student Course Load

As the College continues to grow, CPTC is striving to answer the demands of students, partners and the community. The nursing shortage in Georgia has been discussed at length by the Governor, Legislators, and Healthcare Partners. To address this demand and organize programs like other technical colleges within the Technical College System of Georgia (TCSG), CPTC is happy to announce the creation of the Department of Nursing. This new department will enable the College's nursing programs to work closely together to advise students, share clinical spaces and recruit students for the profession. Programs include Nurse Aide (traditional and dual enrollment), Practical Nursing and Associate of Science Nursing.

Dr. Knicole Lee is the Director of Nursing for the department and may be reached at 912.278.0410 or klee@coastalpines.edu.

Office of Administrative Services – Dr. Glenn Deibert

Dr. Glenn Deibert presented on behalf of 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.

On Monday, February 4, 2019, \$1,086,568.00 in Spring Semester financial aid refunds were distributed to students.

Office of Economic Development – Dr. Pete Snell

Self-study online training from Amatrol and ToolingU is now available for manufacturing/industrial maintenance. Amatrol may be offered as standalone and may include hands-on using Amatrol lab equipment. ToolingU is intended to be offered as standalone but may also include hands-on, easy to use, interactive and engaging with videos, interactive scenarios, simulators and reinforcement exercises. Amatrol is \$300 for a 180-day all-access subscription per person. ToolingU is \$225 for a 120-day all-access subscription per person.

Office of Institutional Advancement – Stephanie Roberts

The Foundation Scholarship Committee has awarded \$ 33,160.98 as of February 11 for Spring Semester 2019.

Okefenokee REMC donated a 2005 International Bucket Truck to be used in the Electrical Lineman Program. The presentation was held January 24. Okefenokee REMC will also be donating a check for \$2000 to the Foundation February 27.

The Terry Thomas Foundation approved a \$10,000 grant for Free Application Day to CPTC. This is a \$5,000 increase from prior years.

Office of Institutional Effectiveness – Vince Jackson

The following CPTC procedure has been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Data Destruction and Sanitization

Purchasing has been completed for the Baxley lab equipment and the MicroDerm Abrasion machine for Waycross. The \$3427.40 remaining in the grant was used for the purchase of wiring upgrades for the Baxley lab. The total cost of the wiring renovation is \$5125.00 and the College will cover the remaining \$1697.60.

The prospectus for both Commercial Fishing and Aircraft Maintenance have been submitted to SACSCOC

Office of Special Projects – Eva Byrd

Special Projects has received more than 170 submissions from employees between mid-December and January 31. Each submission is reviewed and worked on. A response with details is e-mailed to all CPTC staff and included in the weekly newsletter.

Office of Student Affairs – Karla Eubanks

As of January 7, 2018, CPTC had 444 unduplicated graduates from Summer semester and 362 for Fall semester. The College had 230 of those graduates to participate in the graduation ceremony. This includes degree, diploma, TCC and GED students. Board members received and reviewed a spreadsheet listing the Summer and Fall semester graduates, which included the graduates' program of study and degree earned.

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

- CPTC Procedure: Admissions
- CPTC Procedure: Assessment
- CPTC Procedure: Student Records Access

As of February 4, CPTC has 3,873 students registered for Spring Semester. Enrollment for Spring 2018 was 3,220. The pre-purge goal was 3,703 during registration. Dual Enrollment is currently at 2,256 registered students. CPTC enrollment growth for Spring Semester is 653 or 20.28% increase over last Spring Semester.

Office of the Provost – Lauralee Beauregard

Lauralee Beauregard presented on behalf of Lonnie Roberts.

The artwork for the MAW Student Art Design contest was submitted to the System Office February 6.

The Marketing Department has finalized the 'Traditional Brand' concepts as well as met with h2o to begin the FY20 advertising initiatives. In addition, the department met with the College's dual enrollment staff to find a student athlete spotlight for TCSG's partnership with "In The Game Magazine".

Office of the President – Dr. Glenn Deibert

TCSG Budget Presentation

On January 22, 2019, Commissioner Matt Arthur presented the TCSG budget proposal to a joint House and Senate Appropriations Committee. Highlights of the budget proposal are outlined in the three tables below.

Amended FY2019 Budget Request

Program	FY 2019 (HB684)	AFY 2019 Changes	AFY 2019 Request
Adult Education	\$ 16,738,289	\$ 4,720	\$ 16,743,009
Administration	11,533,367	1,813	11,535,180
Quick Start	11,236,142	1,835	11,237,977
Technical Education	325,745,433	35,147,814	360,893,247
Economic Development & Customized Services	3,391,799	0	3,391,799
Total	\$368,645,030	\$ 35,156,182	\$403,801,212

FY2020 Budget Request

Program	FY 2019 (HB684)	FY 2020 Changes	FY 2020 Request
Adult Education	\$ 16,738,289	170,452	\$ 16,908,741
Administration	11,533,367	(2,900,384)	8,632,983
Quick Start	11,236,142	112,764	11,348,906
Technical Education	325,745,433	6,691,715	332,437,148
Economic Development & Customized Services	3,391,799	265	3,392,064
Total	\$368,645,030	\$ 4,074,812	\$372,719,842

FY2020 Capital Outlay Request

Project Name	Requested Amount
Facility Major Improvements and Renovations (MRR) - Statewide	\$ 10,000,000
Equipment Refresh - Statewide	10,000,000
Furniture Fixtures & Equipment - Chattahoochee Technical College Health Sciences Building	4,000,000
Furniture Fixtures & Equipment - Coastal Pines Technical College Camden County Campus	3,000,000
Wiregrass Georgia Technical College - Allied Health Building, Valdosta Campus Construction	29,485,000
West Georgia Technical College – New Carroll County Campus Construction	49,400,000
Total	\$ 105,885,000

Two videos were shown by the Commissioner, one was referring to different programs and one was the New Year's Day video shown by WTOC (Savannah) on Coastal Pines Technical College's dual enrollment Timber Harvesting program.

New Camden Campus Update

On January 10, 2019, the Mandatory Pre-Construction Meeting was held on the Golden Isles Instructional Site and a 60-day Notice to Proceed was issued to the contractor on January 14, 2019. On

February 4, 2019, the President's Office received a copy of the fully-executed contract between GSFIC and International City Builders.

A groundbreaking has been set for April 25, 2019. Lonnie Roberts and Eva Byrd are working with the Camden County community on all the details for the groundbreaking. This date will give the contractor 2-4 weeks to start site work and clear a spot for the groundbreaking event.

Enrollment Strategies for FY2020

One of the major enrollment strategies for CPTC during FY2020 will be to increase the College's high school dual enrollment transition rate. This will help to increase the College's traditional student population.

This is an extremely important initiative and the College will be developing a new position called Dual Enrollment Transition Specialist and advertising to fill that vacancy very soon.

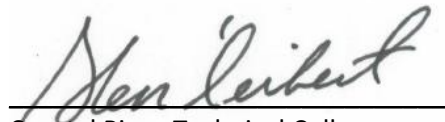
UPCOMING EVENTS

The April 25, 2019, Local Board of Directors' meeting will take place at the Kingsland Welcome Center in Kingsland, Georgia at 12:30 p.m.

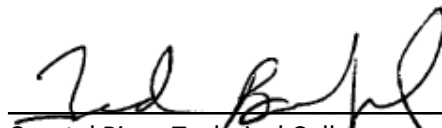
The groundbreaking ceremony for the new Camden Instructional Site is scheduled for Thursday, April 25, 2019, at 2:00 p.m. A 'Save the Date' will be e-mailed to everyone soon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:36 p.m. The next CPTC Local Board of Directors' meeting is scheduled for March 21, 2019, 12:00 p.m., at Gulfstream in Brunswick, Georgia.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair