



**Local Board of Directors Meeting
July 18, 2019**

Board Members Present

Ted Buford, Chair
Artie Jones, Jr.
Dewayne Johns
Lee Lewis, Vice Chair
Gwen Mungin
Jason Rubenbauer
Joel Varnedoe

Staff Members Present

Dr. Glenn Deibert, President
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

Board Members Absent

Joy Burch-Meeks
Kurt Davis
Lee Gowen
Toni Nelson

Staff Members Absent

Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology
Pete Snell, Vice President for Economic Development

Guests

Honorable Crissy Boyles

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 18, 2019, at 12:03 p.m. in rooms 436 and 437 of the Jesup Instructional Site. Ted Buford, CPTC Local Board Chair, called the meeting to order.

SWEARING IN OF NEW BOARD MEMBERS – Judge Crissy Boyles

Judge Crissy Boyles administered the following Oath of Office to new board members, Dewayne Johns, Artie Jones, Jr. and Jason Rubenbauer.

“I, _____, do solemnly swear (or affirm) that I will truly and faithfully discharge all duties required of me by law as a member of the Board of Directors of Coastal Pines Technical College, to the best of my ability. I do further solemnly swear (or affirm) that I am not the holder of any public money due this State unaccounted for; that I am not employed by the College in any capacity other than as a local board member; that I am not the holder of any office of trust under the government of the United States (except postmaster), nor of either of the several states, nor any foreign state, and I am otherwise qualified to hold said office, according to the Constitution of the United States and of this State. So help me God.”

APPROVAL OF AGENDA

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the agenda.

APPROVAL OF MINUTES

Upon a motion to approve by Artie Jones Jr., a second by Jason Rubenbauer, minutes of the June 20, 2019, CPTC Local Board of Directors' meeting were unanimously approved.

CPTC 2020-2024 STRATEGIC PLAN – Vince Jackson

Vince Jackson presented the CPTC 2020-2024 Strategic Plan to the CPTC Local Board of Directors for review and action.

Upon a motion to approve by Lee Lewis, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the CPTC 2020-2024 Strategic Plan.

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

Office of Academic Affairs – Amanda Morris

The Neuromuscular Massage Therapy (NMT) program will be offering an evening cohort on the Waycross Campus beginning Fall semester. The College is currently promoting the program through social media and the instructor has been sharing with local businesses as well.

CPTC's Associate of Applied Science (AAS) Marketing Management Degree was recently named the number one Associate Marketing degree program in the nation by TheBestSchools.org for 2019. TheBestSchools.org connects prospective students with the best and most appropriate online degree program available to them. All of the accredited online associate in marketing degree programs in the United States were reviewed and the top 25 were chosen to be recognized. CPTC was chosen as the elite of the elite in this area of degree programs. The selection was made based on the quality of program and range of courses available as well as school awards, rankings and reputation.

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 FY2019 GAAP and Budget Basis Financial Statements are due to the TCSG system office no later than August 16. Angie Crews and Melissa Lamb have volunteered to help with the review of other TCSG technical colleges' FY19 financial statement GAAP entries.

TCSG will conduct an onsite peer review August 13 on the Waycross campus. The review is to ensure the College is complying with policy and procedures of the USDOT and FMCSA Drug and Alcohol Testing Protocols, as well as TCSG policies and procedures. Jason Strickland and the CTD Instructors are working with HR to gather any necessary information for the review. All TCSG colleges will undergo the review and be provided with best practices from TCSG.

Office of Institutional Advancement – Stephanie Roberts

Scholarship applications for Fall semester opened June 20 and will close July 31. The Scholarship Committee begins meeting July 24 to award Scholarships. New applications are now being accepted through the website/Award Spring software.

The CPTC Foundation has received the following donations:

- North Georgia Community Foundation/Bagwell Family \$5,000
- Okefenokee Ministerial \$500
- Charles Eames (Travel Fund) \$1,000
- Exchange Club of Waycross \$500

CPTC held a free application day for Fall semester enrollment June 20. A total of 141 applications were accepted. Another free application day is scheduled for July 23.

The annual John H. Pike Memorial Golf Tournament has been scheduled for October 25.

Office of Institutional Effectiveness – Vince Jackson

The Institutional Effectiveness (IE) Division has participated in several WebEX sessions to determine benchmarks for the Perkins V implementation.

The IE Division's 2019 plan has been reviewed and updated. The only updates made to the plan were the list of surveys and deployment scheduled.

Office of the Provost – Lonnie Roberts

Board members viewed the final version of the Timber Harvesting Operations program video created by h2o. The video has been sent to TCSG and will also be shared with the College's legislative representatives and local industry partners.

Fall semester digital assets have been approved and began running July 8. Twitter posts start back this month for the College's social media marketing campaign. Three posts per day will be on Twitter.

Additional video projects with h2o are set to begin on July 16-19 on the Waycross and Golden Isles campuses with an emphasis on traditional and dual enrollment as well as the Camden campus.

Office of Student Affairs – Karla Eubanks

The Department of Education implemented Gainful Employment (GE) regulations in 2014 and 2016. The requirements included:

- The reporting of GE program earnings data each October 1,
- The requirement to have program templates on each program page of the website,
- Sending admitted students their GE template before they enroll and
- Printing links to GE templates on program specific marketing material.

All of the GE Regulations are now scheduled to be rescinded effective July 1, 2020. However, the technical colleges have the option to rescind the GE regulations early. CPTC has made the decision to implement the rescission early, effective July 15, 2019.

As of July 8, the College's pre-registration number for Fall Semester is 874. Enrollment for Fall Semester 2018 was 3470. The pre-purge goal is set at 3990. The College still has many returning and dual enrollment students to register.

The Commencement ceremonies for the upcoming academic year have been scheduled, pending final approval of the locations. The dates are:

- Summer 2019 Thursday, September 12, 2019, at the Waycross Middle School Auditorium, rehearsal is Thursday, September 5, 2019.
- Fall 2019 Thursday, January 30, 2020, at the Wayne County High School Auditorium, rehearsal is Thursday, January 23, 2020.
- Spring 2020 Thursday, June 11, 2020, at the Waycross Middle School Auditorium, rehearsal is Thursday, June 4, 2020.

Office of the President – Dr. Glenn Deibert

The College closed out the FY2019 year with a carryover slightly lower than the College's FY2018 carryover. However, the College provided an end-of-year loan of \$600,000 that will be inserted into our FY2020 budget. Therefore, the College is entering the FY2020 budget year with approximately \$560,000 more than in FY2019.

The College has entered into a design contract with Cogdell Mendrala Architects to develop bid ready plans and specifications for the renovation of Miller Lecture Hall in Waycross. CPTC also plans on entering into another design agreement to do some additional work in the PolyTech building on the Jesup Instructional Site.

The picture below shows the Camden County Campus foundation and structural steel work as of July 10, 2019. Due to the July 4 holiday week, the July 3, 2019, OAC meeting was cancelled.



Since the College is approximately 12 months away from the completion of the Camden site, members of the leadership team will start meeting to address topics such as: developing a SACSCOC accreditation timeline for approval of the new site, finalizing the program mix, and obtaining approval for the new programs at this site. A second phase of meetings will include personnel requirements and budgeting.

A new HOPE Career Grant flyer has been developed by the Marketing department. In addition to the "Go Coastal" marketing campaign, the College will be placing a heavy emphasis on marketing our tuition free programs.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:39 p.m. The next CPTC Local Board of Directors' meeting is scheduled for August 15, 2019, 12:00 p.m., at Okefenoke REMC in Nahunta, Georgia.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair