



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

Board Members Present

Paulo Albuquerque
Ted Buford, Chair
Lee Gowen
Dr. Greg Jacobs
Lee Lewis
Gwen Mungin
Toni Nelson, Vice Chair

Staff Members Present

Dr. Glenn Deibert, President
Chad Boyett, Executive Director of Facilities
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
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
Daniel Johnson
Dr. Keith Johnson
Joel Varnedoe

Staff Members Absent

Kelly Peacock, Executive Director of Adult Education

Guests

Artie Jones Jr.

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 21, 2019, at 11:55 a.m. at Gulfstream in Brunswick, Georgia. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

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

Gulfstream Aerospace Presentation – Becky Elliott

Gulfstream Aerospace is headquartered in Savannah, Georgia, operates facilities on four continents, and employs more than 15,000 people worldwide. Gulfstream’s Brunswick Service Center has approximately 250 employees, including technicians, fabricators, craftsmen and artisans.

Becky Elliott, General Manager, shared a PowerPoint presentation on Gulfstream Aerospace. A tour of the Brunswick facility was held after the meeting ended.

ACTION ITEMS

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

The CPTC Local Board of Directors' Nominating Committee made the recommendation to table the nomination of Dewayne Johns as the new board member to represent Brantley County until an updated resume from Mr. Johns can be obtained.

Upon a motion to approve by Lee Lewis, a second by Paulo Albuquerque, the CPTC Local Board of Directors unanimously approved tabling the nomination of Dewayne Johns until an updated resume is received.

APPROVAL OF MINUTES

Upon a motion to approve by Toni Nelson, a second by Dr. Greg Jacobs, minutes of the February 21, 2019, CPTC Local Board of Directors' meeting were unanimously approved.

FY20 PERKINS BUDGET – Vince Jackson

The Carl D. Perkins Career and Technical Education Act provides a federal allocation to state governments to support secondary and postsecondary institutions who offer career and technical education opportunities. In Georgia, TCSG provides the allocation based on each College's number of individuals who are federal Pell grant recipients.

Perkins allocations are designed to:

- increase the focus on academic achievement of career and technical education students,
- strengthen the connections between secondary and postsecondary education, and
- improve state and local accountability.

Perkins funds may be expended to:

- improve occupational specific programs including the purchase of equipment, learning materials, and instructional aids,
- provide services to enhance students' opportunities of graduating and obtaining employment,
- enhance learning and completion opportunities for students with special needs, and
- provide faculty/staff training to improve instruction and delivery of services to students.

FY2020 Proposed Carl Perkins Budget

Salaries/Benefits	\$325,031
Instructional Equipment	\$169,549
Disability Services/Career Services	\$4,250
Total	\$498,830

Upon a motion by Gwen Mungin, a second by Lee Lewis, the CPTC Local Board of Directors unanimously approved the FY20 Perkins Budget.

FY20 PROGRAM SPECIFIC FEE – Melissa Lamb

Approval of adding the following new program specific fees was requested:

- | | | |
|-----------------------------|-------|----------------------------------|
| • ASN HESI Exam | \$51 | Effective Spring Semester (2020) |
| • ASN Tech Fee | \$182 | Effective Spring Semester (2020) |
| • ASN Lab Fee | \$328 | Effective Spring Semester (2020) |
| • Classmates Fee | \$75 | Effective Fall Semester (2019) |
| • Neuromuscular Program Fee | \$45 | Effective Fall Semester (2019) |

Upon a motion to approve by Paulo Albuquerque, a second by Dr. Greg Jacobs, the CPTC Local Board of Directors unanimously approved the adding the new program specific fees listed above.

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

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 FY20 non-program specific fee will be effective Fall Semester:

- Increase the Registration fee from \$55 to \$60.

Office of Academic Affairs – Amanda Morris

Academic Affairs is working closely with Long County Schools to establish an Education A.A.S. cohort in Long County. The school system is very interested in working with their paraprofessionals and teaching assistants in obtaining an Education Degree.

The General Education Department is offering courses that will start May 28 for those high school students that want to enroll and complete core classes over the Summer break. The College is also offering weekend classes (Friday/Saturday) on the Waycross Campus and the Golden Isles Instructional Site. This will allow students to complete about 90% of their core classes on the weekend.

Office of Institutional Advancement – Stephanie Roberts

The CPTC Foundation has received the following donations:

- | | |
|---------------------------|----------------------|
| • Memorials | \$125 |
| • GA EMC | \$1,000 |
| • Southern Nuclear | \$3,500 |
| • Cogdell & Mendrala | \$5,000 (Clay Shoot) |
| • Darien Telephone | \$750 (Clay Shoot) |
| • C&T Lawn | \$500 |
| • Terry Thomas Foundation | \$10,000 |
| • Okefenokee REMC | \$2,000 |

Total donations made to the CPTC Foundation thus far are \$22,875.

Office of Institutional Effectiveness – Vince Jackson

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

- CPTC Procedure: Mobile Computing and Removable Storage Device Procedure
- CPTC Procedure: Mobile Device Procedures

- CPTC Procedure: Tablet Acquisition & Usage Procedures

Student Learning Outcomes were developed for all programs requiring MATH 1012 as recommended by the SACSCOC on-site team. Post-Tests for Fall 201912 and Pre-Tests for 201914 have entered into the assessment system. The responses to the two recommendations given by the on-site committee have been finalized and submitted to Dr. Hardt March 6. SACSCOC will meet in June 2019 to review and take action on the responses submitted by the College.

Office of Student Affairs – Karla Eubanks

The College's Spring Semester commencement ceremony has been scheduled for Thursday, May 30, 2019, at the Waycross Middle School Auditorium. It is scheduled to begin at 7:00 p.m.

As of February 28, CPTC has 3,873 students registered for Spring Semester. Enrollment for Spring Semester 2018 was 3,220. Dual Enrollment is currently at 2,249 registered students.

Office of the Provost– Lonnie Roberts

The new print campaign will begin once final proofs come back from h2o (April-June). This is an awareness campaign using graduates from Okefenokee Technical College, Altamaha Technical College and Coastal Pines Technical College. The graduates will explain why they chose to "Go Coastal" and these articles will be featured in the local area newspapers before advertising for Fall Semester begins.

The digital and social media ads for Summer Semester have been completed and will begin running April 19.

Office of the President – Dr. Glenn Deibert

Camden County Campus Furniture Presentations

March 20, 2019, three vendors presented their furniture concepts (and costs) to several members of the College's leadership team. Also present was Laura Leigh Barrett representing TCSG.

Spring Semester Commence Speaker

The College's next graduation ceremony is scheduled for Thursday, May 30, 2019, at the Waycross Middle School Auditorium. The ceremony will begin at 7:00 p.m. CPTC is in the process of determining who will be the commencement speaker.

Legislative Update

CPTC continues to follow all of the important legislation affecting the College in this year's legislative session. The Dual Enrollment Act, HB444, will have the greatest impact on the College. After the bill was dropped by the Governor's Office, it has gone through numerous changes and is now in the Senate.

New Camden Campus & Local Board Meeting

Just a reminder that the College has changed the date of the April Local Board meeting to coincide with the Camden County Campus groundbreaking event which will be held April 25. A tentative schedule is outlined below:

- 12:30 – 1:30 p.m. Lunch & Local Board Meeting
- 1:30 – 1:40 p.m. Travel to Groundbreaking Site
- 1:40 – 2:00 p.m. Meet & Greet
- 2:00 – 2:50 p.m. Groundbreaking Event

- 3:00 – 4:00 p.m. Community Reception

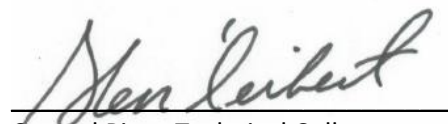
UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for April 25, 2019, 12:30 p.m., at the Kingsland Welcome Center in Kingsland, Georgia.

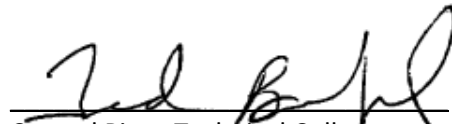
The groundbreaking ceremony for the new Camden Instructional Site is scheduled for Thursday, April 25, 2019, at 2:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:29 p.m. A tour of Gulfstream's Brunswick facility followed.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair