



**Local Board of Directors Meeting
January 16, 2020**

Board Members Present

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

Staff Members Present

Dr. Glenn Deibert, President
Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
Karla Eubanks, Vice President for Student Affairs
Katrena Felder, Executive Director of Adult Education
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
Lonnie Roberts, Provost
Pete Snell, Vice President for Economic Development

Board Members Absent

Joy Burch-Meeks
Jason Rubenbauer
Joel Varnedoe

Staff Members Absent

Melissa Lamb, Vice President for Administrative Services
Stephanie Roberts, Director of Institutional Advancement

Guests

Teresa Jackson, Education Instructor
Lauralee Beauregard, CPTC Marketing Coordinator

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, January 16, 2020, at 12:28 p.m. in room 1458 of the Waycross Campus. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

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

OKEFENOKE REMC - CHECK PRESENTATION

Dewayne Johns, Marketing/Member Services of Okefenoke REMC, presented the CPTC Foundation with two checks. One of the checks for \$2,000 will be directed toward the General Scholarship program and the second check for \$2,000 will be directed toward the Electrical Lineworker program. Okefenoke REMC also donated \$2,500 worth of tools to the Electrical Lineworker program for instructional purposes.

EDUCATION PROGRAM PRESENTATION

Teressa Jackson, Education Instructor, gave a brief update and shared information on the Associate of Applied Science Education program at CPTC.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Lee Lewis, a second by Kurt Davis, minutes of the December 5, 2019, CPTC Local Board of Directors' meeting were unanimously approved.

CPTC 2019 ANNUAL REPORT – Lonnie Roberts

Lonnie Roberts presented the 2019 Annual Report to the Local Board of Directors for review and action.

Upon a motion to approve by Artie Jones Jr., a second by Toni Nelson, the CPTC Local Board of Directors unanimously approved the 2019 Annual Report.

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

Office of Academic Affairs – Amanda Morris

The State Board of the Technical College System of Georgia (TCSG) approved the Associate of Science Degree for General Studies in December 2019. It is scheduled to begin immediately.

The Practical Nursing program held its first pinning ceremony December 10, 2019. The guest speaker for the ceremony was Debra Golden, CEO/Administrator of Hospice Satilla. The event was very motivational and successful.

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 College has ordered the following six new vehicles:

- Camden – Ford F-150 (maintenance) and a Ford Escape
- Waycross – Ford Escape and a Ford Fusion (replacement vehicles)
- Jesup – Ford Fusion (replacement vehicle)
- Champion Challenger 24 passenger bus for Timber Harvesting program

Office of Adult Education – Katrena Felder

The annual EAGLE competition and reception was held October 22. Mr. Robert Harper was the winner and will represent the College at the state EAGLE competition in Atlanta March 9-11.

CPTC submitted a program proposal in the amount of \$22,500 to the United Way Grant of Coastal Georgia to fund the FY20 Manufacturing WorkSource Integrated Education and Training (IET) Program. The IET training program will help to alleviate the cycle of chronic unemployment or underemployment in Glynn and McIntosh Counties. In addition, it will help General Educational Development (GED) students find a quality job that leads to a career and self-sufficiency. IET will remove barriers by helping each student complete their GED, earn one or more Manufacturing WorkSource Certifications (OSHA-10 and Forklifting), obtain gainful employment and/or enroll in post-secondary courses at CPTC within two semesters of completing the IET skills training.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell continues to work with Glynn, Pierce, Jeff Davis, Appling, Bacon, Brantley, Wayne and Ware counties to create an Employer WorkSource Entry-level training program that will provide entry-level training for high school graduates and GED students. The training program has been submitted to Coastal WorkSource for approval and submission to the state for addition to the Eligible Training Provider List (ETPL).

- Students who are making significant progress toward earning their GED will attend a three-week training program that comprises basic skills with an emphasis on work ethic. There is a potential for work experience option and guaranteed interviews.
- High school graduates who do not intend to pursue higher education or selective service can attend a two-week training program that comprises basic skills with an emphasis on work ethic. There is a potential for work experience option and guaranteed interviews.

Office of Institutional Effectiveness – Vince Jackson

Reviews continue for year-end close outs and 2019-2020 plans are in development through consultations with plan keepers. Grade distribution reports have been updated for Fall semester and Satisfactory Academic Progress has been added to SPIRIT for dual enrollment, traditional and total student lists.

Office of Student Affairs – Karla Eubanks

Board members received and reviewed a spreadsheet listing the Fall Semester graduates, which included the graduates' program of study and degree earned.

As of January 2, CPTC has 2,488 students registered for Spring semester. Enrollment for Spring 2019 was 3,876. The pre-purge goal is 4,457 during registration. Dual Enrollment is currently at 723 student. The Spring dual enrollment projection is around 3,000. Once all dual enrollment students are registered, CPTC should surpass last Spring's enrollment numbers.

Office of the Provost – Lonnie Roberts

The Marketing Division has finalized and approved the digital assets for Spring Semester. The College will continue to run the 'It's not too late!' messaging.

Office of the President – Dr. Glenn Deibert

The College was awarded \$3M funding for the new Camden Site Furniture Fixtures and Equipment. CPTC met with the furniture vendors January 13 to solidify the order and make final fabric selections. This week the College is sending the approval requests to purchase the furniture from Masons, Inc. out of Savannah and Jeannetta Designs out of Atlanta to the State Board. All purchases over \$125,000 to a single vendor must be approved by the State Board.

When initially designing the building, equipment for each classroom and lab is identified by the faculty and staff to ensure proper Mechanical, Electrical and Plumbing (MEP) is covered in the design. Since that time three years ago, CPTC has continually updated manufacturer part numbers and specifications.

Contractor installed items must be ordered ahead of time and provided during the construction process. All other items still remaining to be ordered total \$3,287,958.38 and this amount will continue to change somewhat as the College continues to refine equipment needs. End-of-year or carryover funds will be used to fund the remaining \$287,958.38.

The process for hiring Camden personnel is underway. Stage one is to hire some faculty and staff ahead of time and start training on other campuses. A breakdown of hiring for this site is outlined below.

Type	Position Title	Division	Status
Staff	Custodian (Two personnel)	Facilities	
Staff	Security	Economic Dev	
Instructor	CIS - Cybersecurity (10 month contract)	Academic Affairs	Hired
Instructor	Electronics Technology	Academic Affairs	Advertised
Instructor	Engineering Technology	Academic Affairs	Advertised
Instructor	Practical Nursing	Academic Affairs	Advertised
Instructor	Welding & Joining Technology	Academic Affairs	Advertised
Staff	Librarian	Academic Affairs	Advertised
Staff	Academic Affairs Coordinator	Academic Affairs	Hired - Internal
Staff	Student Affairs Coordinator	Student Affairs	Hired - Internal
Staff	Bookstore	Admin. Services	
Staff	IT Tech	Information Tech	Advertised
Instructor	Mathematics	Academic Affairs	Advertised
Instructor	English (Patrick)	Academic Affairs	Internal Transfer
Instructor	Biology	Academic Affairs	Hired
Staff	Student Affairs Assistant	Student Affairs	Advertised
Instructor	Business Technology	Academic Affairs	
Instructor	Criminal Justice	Academic Affairs	
Instructor	Drafting Technology (Robert)	Academic Affairs	Internal Transfer
Instructor	Industrial Systems Tech. (Richard)	Academic Affairs	Internal Transfer
Receptionist	Part time Receptionist (evenings)	Student Affairs	FY21

Dr. Deibert attended the Georgia Chamber Eggs & Issues Breakfast Wednesday, January 15. The CPTC Local Board of Directors will be updated as bills affecting the College are identified and dropped.

Last month, former Commissioner Matt Arthur was called upon by the Governor to lead the state's Professional Standards Commission. Greg Dozier, the state's chief financial officer, is now the new commissioner of the Technical College System of Georgia's 22 schools.

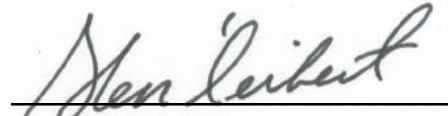
Upcoming Events

The next CPTC Local Board of Directors' meeting is scheduled for February 20, 2020, at 12:00 p.m. on the Jesup Instructional Site.

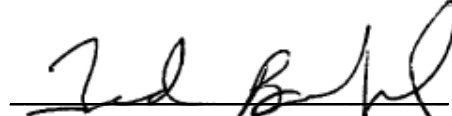
The next CPTC graduation ceremony for Fall is scheduled for Thursday, January 30, 2020, 7:00 p.m. at the Wayne County High School Auditorium.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:32 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair