



**Local Board of Directors Meeting
June 18, 2020**

Board Members Present

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

Staff Members Present

Dr. Glenn Deibert, President
Eva Byrd, Project Manager
Chad Boyett, Executive Director of Facilities
Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology
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

Staff Members Absent

Karla Eubanks, Vice President for Student Affairs
Vince Jackson, Vice President for Institutional Effectiveness

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, June 18, 2020, at 12:02 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 Lee Lewis, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the agenda.

TCDA CERTIFICATE AND GIFT PRESENTATION – Lee Lewis & Dr. Glenn Deibert

The terms of Board members Ted Buford, Gwen Mungin, and Joy Burch-Meeks expire at the end of this month. Lee Lewis and Dr. Glenn Deibert expressed their appreciation and gratitude to Mr. Buford and Ms. Mungin for their years of dedication to the College and the CPTC Local Board of Directors. In addition, Mr. Lewis and Dr. Deibert presented them with a certificate of appreciation from the Technical College Directors' Association of Georgia. Dr. Deibert stated he will set up a lunch meeting with Ms. Burch-Meeks and provide her with a certificate of appreciation.

FALL SEMESTER RE-OPENING PLAN – Dr. Glenn Deibert

Dr. Glenn Deibert shared the College's first draft re-opening plan for the Fall 2020 semester; however the plan will remain fluid based upon the current situation concerning COVID-19. CPTC will be presenting the plan within the next couple of weeks to the Technical College System of Georgia (TCSG).

ACTION ITEMS

Approval of Minutes

Upon a motion to approve by Gwen Mungin, a second by Toni Nelson, minutes of the May 21, 2020, CPTC Local Board of Directors' meeting were unanimously approved.

Election of Chair and Vice Chair

Upon a motion by Lee Gowen, a second by Jason Rubenbauer, the board unanimously elected Lee Lewis to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2021.

Upon a motion by Lee Gowen, a second by Lee Lewis, the board unanimously elected Toni Nelson, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2021.

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

Office of Academic Affairs – Amanda Morris

Clinical waivers were submitted to the Georgia Board of Nursing May 12. These waivers were to request forgiveness of the 40% hospital ruling for PN students. The majority of students have completed 20% or more clinical rotations in the hospital.

CPTC was named the accessibility champions of North America and globally in the Blackboard Ally Global Fix Your Content Day.

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 FY21 Budget Reduction may be 11% instead of the original reduction amount of 14%. The table below reflects the effects of the reduced budget cut.

Reduction amount	14%	11%	Total
Voc-Ed (01932)	\$1,923,874	\$1,511,615	\$412,259
Adult Literacy (01938)	\$109,000	\$86,020	\$22,980
Total	\$2,032,874	\$1,597,635	\$435,239

The FY21 departmental budgets have been loaded into SPIRIT and are approximately 12% less than the FY20 departmental budget amounts per the TCSG Budget reduction plan.

Office of Adult Education – Katrena Felder

Adult Education students continue to post-test and/or complete the GED Ready Practice test with limited labs while practicing social distancing and taking sanitation precautions for FY21. Testing is taking place on the Waycross site in building 5000.

Office of Economic Development – Dr. Pete Snell

A new page has been added to the Economic Development's website that provides more commonly requested details (enrollment & service delivery area labor profiles) about the region and the College.

Office of Institutional Advancement – Stephanie Roberts

For Summer Semester, applications were processed and \$37,574.44 has been dispersed for various scholarships. The CPTC Foundation's purge list amount was \$1,784.27.

The sporting clays tournament has been rescheduled for September 12 at Dorchester Shooting Preserve in Midway. Thus far, \$20,150 has been collected for the event with only \$1,467.44 spent in expenses.

Office of Special Projects – Eva Byrd

A community needs assessment to evaluate the programs CPTC offers as well as make plans for additional programs needed by employers within the College's service delivery area has been completed.

Office of the Provost – Lonnie Roberts

A 4-week print campaign is underway for all of the College's 13 counties.

Office of the President – Dr. Glenn Deibert

Although not official until the FY2021 budget is signed by the Governor later this month, the Governor has asked the Georgia General Assembly to reduce the budget cuts from 14% down to 11%.

The construction of the new Camden campus is still ahead of schedule. Replacement of concrete walkways, landscaping and other finishing touches are being completed on a daily basis. After the Fire Marshall's inspection, the contractor should be nearing material completion. From the date of material completion, the contractor has 30 days to finish the punch list while the College is installing the furniture. The final step is to have equipment and technology delivered and set up.



As the College moves closer to material completion of the new Camden Campus, the timeline dates continue to shift.

The College leadership team is formulating a plan of action to determine how the institutional funds (\$879,068.50) and the HBCU funds (\$86,051) will be spent during FY2021. Institutional funds must be spent on instructional related tasks resulting from COVID-19. Part of the institutional plan includes hiring:

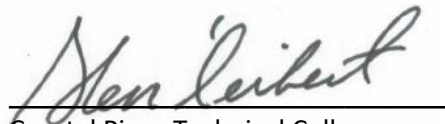
- Additional adjuncts enabling the College to reduce class sizes to 50% or less capacity,
- Three Project Assistants on an 8-month full-time temporary basis to assist faculty with limited lab scheduling, PPE distribution, tracking lab documentation and other additional tasks resulting from COVID-19,
- One Distance Education Specialist on an 8-month full-time temporary basis to assist with the increased number of students taking online courses,
- Four additional custodial staff on an 8-month full-time temporary basis to assist with cleaning and disinfection duties related to COVID-10, and
- Two videographers on an 8-month full-time temporary basis to assist videoing, editing and posting lectures online.

Upcoming Events


The next CPTC Local Board of Directors' meeting is scheduled for July 16, 2020, at 12:00 p.m. on the Golden Isles Instructional Site.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair