



**Local Board of Directors Meeting  
March 19, 2020**

**Board Members Present**

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

**Staff Members Present**

Dr. Glenn Deibert, President  
Vince Jackson, Vice President for Institutional Effectiveness  
Natasha King, Executive Assistant to the President  
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**

Dialo Cartwright  
Lee Gowen  
Joy Burch-Meeks

**Staff Members Absent**

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  
Melissa Lamb, Vice President for Administrative Services

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 19, 2020, at 12:28 p.m. in room 1458 of the Waycross Campus. Lee Lewis, CPTC Local Board Vice Chair, called the meeting to order.

**APPROVAL OF AGENDA**

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

**ACTION ITEMS**

**APPROVAL OF MINUTES**

*Upon a motion to approve by Artie Jones, a second by Toni Nelson, minutes of the January 16, 2020, CPTC Local Board of Directors' meeting were unanimously approved.*

### **CPTC USDA GRANT PROPOSALS – Vince Jackson**

Coastal Pines Technical College will be submitting one USDA grant:

- Automotive Technology Equipment (Baxley) – \$128,018.41

The Automotive Industry is a fast-paced industry where technology changes rapidly. Students in this field must have access to the latest equipment to be successful. Updating the labs will allow students to learn how to use equipment that is standard in their field. The new equipment will also allow the programs to standardize instruction between campuses and will allow students to have access to additional learning resources. This is all vital to industry because students need to be trained to work with the most current technology. Equipment purchased with the grant funds will include:

- Car Alignment Lift
- Car Alignment Machine
- Wheel Balancer
- Tire Remover
- Hunter on the Car Brake Lathes

*Upon a motion to approve by Artie Jones Jr., a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved submitting the USDA grant for the Automotive Technology Equipment..*

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

#### **Office of Academic Affairs – Amanda Morris**

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

- CPTC Procedure: Faculty Absence and Class Dismissal
- CPTC Procedure: Distance Education
- CPTC Procedure: Proctoring of Distance Education Credit Courses
- CPTC Procedure: Distance Education Electronic Grades and Attendance
- CPTC Procedure: Development and Approval of Distance Education Course or Conversion of Traditional Course to Distance Education
- CPTC Procedure: Distance Education Student Privacy

Academic Affairs is currently working to create a schedule of classes for the Fall 2020 semester at the new Camden Instructional Site. This will give the College the opportunity to begin promoting classes this Spring.

#### **Office of Administrative Services – Lonnie Roberts**

Lonnie Roberts 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.

Two State Board approval requests were submitted to TCSG February 24 for the Camden Instructional Sites' Amatrol and FESTO equipment purchases.

#### **Office of Adult Education – Lonnie Roberts**

Lonnie Roberts presented on behalf of Katrena Felder.

CPTC submitted a program proposal for \$22,500 to the United Way Grant of Coastal Georgia to fund the FY20 Manufacturing WorkSource Integrated Education and Training (IET) Program. A CPTC video expressing the need for the grant was submitted to United Way March 6. The College should receive notification on the status of the grant by April 21.

The Office of Adult Education has released a competitive request for applications (RFA) for WIOA Title II Adult Education and Family Literacy Act services. Katrena Felder is in the process of writing the proposal for the RFA Grant for FY21. The RFA Grant is due to the state office April 1.

**Office of Economic Development – Dr. Pete Snell**

The \$30,000 grant request submitted by four Glynn County Rotary groups was approved by the Rotary International Foundation. This is the first award ever received for this region from the Rotary International Foundation.

A \$30,000 grant request has been submitted to United Way of Coastal Georgia for Employer Workforce in Glynn and McIntosh counties.

**Office of Institutional Advancement – Stephanie Roberts**

Pinova has awarded the CPTC Foundation a \$5,000 grant for scholarships.

For Spring Semester, applications were processed and \$33,396.22 has been dispersed for various scholarships. The CPTC Foundation will begin accepting scholarship applications for the Summer 2020 semester April 1.

CPTC faculty and staff, as well as private donors, have donated to a scholarship in Cindy Tanner's memory. The CPTC Foundation will work with the Tanner Family to award these funds in the coming semesters to honor her.

**Office of Institutional Effectiveness – Vince Jackson**

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

- CPTC Procedure: Requesting Internet or Email History
- CPTC Procedure: Maintenance of IT Assets

**Office of Student Affairs – Karla Eubanks**

Lonnie Roberts presented on behalf of Karla Eubanks.

The CPTC 2020-2021 Academic Calendar has been reviewed and approved by the Cabinet and College Council. Board members received and reviewed a copy of the CPTC 2020-2021 Academic Calendar.

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

- CPTC Procedure: Assessment
- CPTC Procedure: Student Code of Conduct
- CPTC Procedure: Field Trips
- CPTC Default Management Plan

**Office of the Provost – Lonnie Roberts**

The Marketing Division has completed and distributed the Clery Act brochures.

**Office of the President – Dr. Glenn Deibert**

Coastal Pines Technical College suspended most instructional activities from March 16 – 27 anticipating students will return March 30. However, this will be assessed daily and the College will be consulting with TCSG on a daily basis to determine if additional measures will need to be taken.

Most faculty moved portions of their curriculum online and many classes will continue in an online format. Some heavy lab based programs with lower faculty to student ratios will continue to meet.

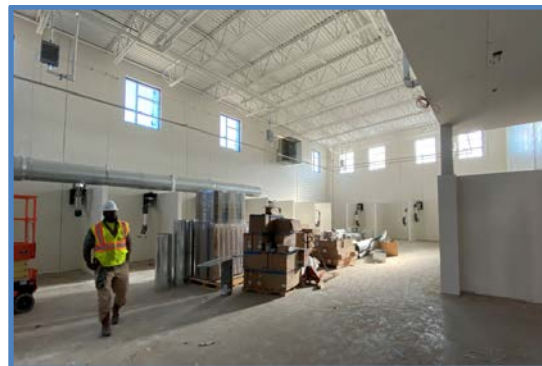
This semester's enrollment is currently at 4,298. Spring semester last year was 3,876. This is an increase of 10.89% over last year.

The CPTC graduation ceremony for Spring semester took place January 30, 2020. All campuses have increased the number of awards and overall the College has had a 71.5% increase in the total number of unduplicated graduates comparing fall of 2018 (411) to fall of 2019 (705).

Currently, the College has a number of renovations taking place across campuses. A list of the major renovations and their status is below.

<b>Campus</b>	<b>Description</b>	<b>Project Status</b>	<b>Funding Source</b>	<b>Est. Completion</b>
Main Campus	Building 1300	Renovations in progress	TCSG – MR&R	September 2020
Main Campus	Auditorium	In the bid process	CPTC – MR&R	August 2020
Jesup Site	Polytech Finishes	In the bid process	EOY – Local Funds	November 2020
Jesup Site	HVAC Update	In the design phase	Carryover/EOY/MR&R	TBD
Hazlehurst Site	HVAC Update	In the design phase	Carryover/EOY/MR&R	TBD
Hwy 84 Sign	Repair Display	In the design phase	EOY – Local Funds	TBD

The pictures below show the construction progress taking place on our new Camden Campus. Currently, the contractor is primarily working on chiller (HVAC) start-up, ceramic tile floors, mechanical/electrical/plumbing trim out and drywall/painting.



The FY2020 Amended Budget passed with no effect on the TCSG budget.

The FY2021 proposed House budget currently includes an additional \$3M for the Technical College System of Georgia to fund enrollment growth. Initially, there were some discussions taking place that included providing a \$1,000 salary increase for full-time, regular state employees earning less than \$40,000 per year. However, the House version struck that idea and proposed a 2% salary increase for all state employees.

The House inserted a \$3M line item for an Appling County College and Career Academy. It is uncertain if this will hold in the Senate version and then be signed by the Governor.

A dual enrollment handout dated January 31, 2020, is included in the dropbox. This document includes Frequently Asked Questions related to the version of the Bill passed by the Senate. Since this date, the House has also passed this version and the Bill now awaits the Governor's signature.


The initial estimates are that the College will lose approximately 633 dual enrollment students this Fall and 874 students next Spring. However, CPTC anticipates a growth of approximately 100-150 students in both semesters and the opening of the Camden site will also offset some enrollment losses as well.

#### **Upcoming Events**

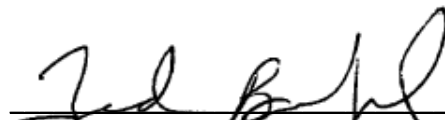
The next CPTC Local Board of Directors' meeting is scheduled for April 23, 2020, at 12:00 p.m. on the Jesup Instructional Site.

#### **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