



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

Board Members Present

Lee Lewis, Chair
Dialo Cartwright
Kurt Davis
Toni Nelson, Vice Chair
Jason Rubenbauer
Joel Varnedoe

Staff Members Present

Dr. Glenn Deibert, President
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
Melissa Lamb, Vice President for Administrative Services
Amanda Morris, Vice President for Academic Affairs
Lonnie Roberts, Provost
Stephanie Roberts, Director of Institutional Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Lee Gowen
Dewayne Johns
Artie Jones, Jr.

Staff Members Absent

Chad Boyett, Executive Director of Facilities

Guests

Ted Buford

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, November 19, 2020, at 12:01 p.m. in room in room 1458 on the Waycross Campus. Toni Nelson, CPTC Local Board Vice Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Dialo Cartwright, a second by Kurt Davis, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEM

Approval of Minutes

Upon a motion to approve by Dialo Cartwright, a second by Joel Varnedoe, minutes of the October 15, 2020, CPTC Local Board of Directors' meeting were unanimously approved.

New Program Requests – Amanda Morris

Amanda Morris made a recommendation to approve the following new programs:

- Healthcare Reimbursement and Compliance Specialist, TCC
 - Coastal Pines Technical College is requesting approval for the Healthcare Reimbursement and Compliance Specialist Technical Certificate of Credit.
- Mill Operator, TCC
 - The College is requesting approval for the Mill Operator Technical Certificate of Credit.
- Lathe Operator, TCC
 - The College is requesting approval for the Lathe Operator Technical Certificate of Credit.

Upon a motion to approve by Joel Varnedoe, a second by Kurt Davis, the CPTC Local Board of Directors unanimously approved the new programs listed above.

FY21 Program Specific Fee – Melissa Lamb

CPTC is requesting approval of the following fee increase, which will be effective Spring 2021 Semester:

- ATI Nursing Fee (TCSG approval not required)
 - Increase the ATI Nursing Fee from \$927 to \$1,701 or \$567 per semester for the LPN Program. The fees for current students will remain the same.

The new fee will allow the College to become complete partners with ATI which has tremendously helped improve testing and state licensure pass rates with many other technical colleges. The LPN Nursing program is helping to counter the cost by reducing the amount of supplies in the healthcare kits and required books that will now be included with the new ATI package.

Upon a motion to approve by Jason Rubenbauer, a second by Joel Varnedoe, the CPTC Local Board of Directors unanimously approved the program specific fee listed above.

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

Office of Academic Affairs – Amanda Morris

Academic Affairs is completing the articulation agreement with Albany State University. Programs included are Accounting, Marketing Management, Business Healthcare Technology, Business Technology, Computer Support Specialist, Networking Specialist, Cybersecurity, Criminal Justice, Early Childhood Care & Education, and Education.

The Practical Nursing program has accepted 20 new students for the Spring 2021 cohorts at the Camden, Jesup and Waycross (day class) locations.

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

- CPTC Procedure: Fuel Cards – Revised
- CPTC Procedure: Change Funds – Revised
- CPTC Procedure: Travel – Revised
- CPTC Procedure: Fleet vehicle Usage – Revised
- CPTC Procedure: Purchasing – Revised

- CPTC Procedure: Golf Cart and Utility Vehicle Use – Revised

Office of Adult Education – Katrena Felder

GALIS Report #AE095, WIOA Table 4, displays the WIOA local totals of the number of students enrolled, total attendance hours, MSG, separated, remaining, and percentages by entering educational functioning level for all POPs (Periods of Participation) for FY21 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **321**
- Total Enrolled Students Educational Functioning ESOL Levels 1-3: **22**
- Total Number of Students Enrolled for both ABE & ESL: **343**
- Total Hours of Attendance both ABE & ESL students: **12,892.75**
- Total Percentage of ABE students who achieved a MSG: **321 = 21.18%**
- Total Percentage of ESL students who achieved a MSG: **22 = 19.83%**

Office of Economic Development – Dr. Pete Snell

The Master Timber Harvester (Continuing Logger Education) class held November 6 was a huge success. The training was broken up into four two-hour training sessions. Thirty students attended face-to-face instruction on campus and 40 students attended via online. Representative James Burchett made a special appearance.

Office of Institutional Advancement – Stephanie Roberts

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament held October 23, 2020, at the Okefenokee County Club in Blackshear brought in a net total of \$18,499.36. Due to COVID-19, the number of team entries were limited (down 6 teams from last year) this year.

The CPTC Foundation has awarded over \$47,000 in scholarships for the Fall semester. In addition, the Foundation approved up to \$35,453, which saved 72 students on the Fall Semester purge list.

Office of Institutional Effectiveness – Vince Jackson

The TCSG Institutional Effectiveness PEER group met virtually on Thursday, November 11. One of the major topics of discussion was the collection of needs assessment survey data for the next PLANAR document to accompany the Perkins plan.

Office of Student Affairs – Karla Eubanks

A virtual graduation ceremony is planned for the Fall semester 2020 graduates that will be posted Thursday, January 28, 2021. Graduates will be allowed to submit a picture that will show up when their name is called. Graduates will not be assessed the \$40 graduation participation fee.

As of November 5 the College had 715 students submit an application for CARES funds for Fall semester. Of those students, 638 were awarded CARES Institutional Funds, 16 were awarded the Strengthening Institutions Funds and 61 did not meet the eligibility requirements. Awards ranged from \$200 for students taking less than 5 credit hours, \$400 for students taking 6 to 8 credit hours, \$600 for students taking 9 to 11 credit hours, to \$800 for students taking 12 or more credit hours. The funds were directly disbursed to students to assist with college-related costs.

Office of the Provost – Lonnie Roberts

The marketing division kicked off the College's November/December Spring enrollment push with a week-long Facebook Live event with some of CPTC's non-traditional students and their instructors. The event was held November 2 – November 6. These can be viewed on the College's Facebook page.

- Monday: Welding students Heather Turner and Rosalee Nguyen with instructor Shane Dowling,
- Tuesday: Environmental Horticulture student Norman Fitzgerald with instructor Lissi Chism,
- Wednesday: Practical Nursing student Joshua All with instructor Ivie Combs,
- Thursday: Forestry student Laura McLoon,
- Friday: Enrollment chat with Lauralee and Stephanie.

Office of the President – Dr. Glenn Deibert

An initial Memorandum of Understanding (MOU) by and among the Technical College System of Georgia, Coastal Pines Technical College, Appling County School System, Bacon County School System, Jeff Davis County School System, and Wayne County School System regarding the operation of Southern Pines College & Career Academy, soon to be located in Baxley, Georgia has been signed. The Pierce County School System decided not to participate in the regional career academy initiative.

Friday, November 13, Lonnie Roberts and I attended the SPCCA meeting in Baxley to discuss and sign the following SPCCA documents: By-Laws, Chief Executive Officer Job Description, and Timeline and Action Plan. The College anticipates the State Board of the Technical College System of Georgia will approve the \$3M in funding at their December 3, 2020, State Board meeting.

As in the past few years, the College's budget projections are indicating that CPTC will have surplus funding in FY21 (above and beyond normal operating funds) to continue to renovate areas on different campuses and upgrade instructional equipment, furnishings and information technology infrastructure.

On November 17, the Technical College System of Georgia hosted a face-to-face Presidents' Council meeting at Chattahoochee Technical College's North Metro Campus. One of the major initiatives discussed is the \$10.4M allocated to TCSG by the Governor's Office for a system-wide eCampus.

The eCampus initiative is a platform that will be designed to:

- Leverage instructional capacity among all colleges
- Increase enrollment by expanding access to courses regardless of student location
- Gain efficiency and effectiveness through enterprise applications
- Improve retention and graduate outcomes

How does it work?

- Designed to provide a seamless experience for students
- Students enroll in courses at their Home college
- Credit is transcribed by Home college
- Student support directly provided by Home college

Tuition Revenue Sharing:

- Home College Share – 70%
- Host College Share – 30%

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for January 21, 2021, at 12:00 p.m. on the Jesup Instructional Site.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:17 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair