



**Local Board of Directors Meeting  
April 15, 2021**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Kurt Davis  
Artie Jones, Jr.  
Jason Rubenbauer

**Staff Members Present**

Lonnie Roberts, President  
Lauralee Beauregard, Marketing Coordinator  
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  
Melissa Lamb, Vice President for Administrative Services  
Amanda Morris, Vice President for Academic Affairs  
Stephanie Roberts, Director of Institutional Advancement  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Lee Gowen  
Dewayne Johns  
Toni Nelson, Vice Chair  
Joel Varnedoe

**Staff Members Absent**

Katrena Felder, Executive Director of Adult Education  
Natasha King, Executive Assistant to the President

**Guests**

Ralph Staffins, III

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, April 15, 2021, at 12:01 p.m. in rooms 436 and 437 of the Jesup Instructional Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

**APPROVAL OF AGENDA**

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

**ACTION ITEMS**

**Approval of Minutes**

*Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., minutes of the March 18, 18, 2021, CPTC Local Board of Directors' meeting were unanimously approved.*

**2021-2022 CPTC Board of Directors' Meeting Schedule – Proposal to Approve**

Lonnie Roberts presented and requested approval of the 2021-2022 Coastal Pines Technical College Board of Directors' meeting schedule.

*Upon a motion to approve by Kurt Davis, a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved the 2021-2022 CPTC meeting schedule.*

**FY21 Program Specific Fee Request – Melissa Lamb**

Melissa Lamb made a recommendation to approve the following fee increase:

- ATI Nursing Fee (TCSG approval not required)
  - Increase the ATI Nursing Fee from \$1,701 to \$1,752 or \$584 per semester for the LPN Program, effective Fall 2021 Semester. 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 to improve testing and state licensure pass rates with many other technical colleges. The Nursing program has helped to counter the cost by reducing the amount of supplies in the healthcare kits and required books that are now included with the new ATI package. A fee increase for the incorrect amount was previously approved at the November 19, 2020, Local Board meeting because the wrong quote was given to the College. This additional \$17 increase per semester reflects the correct amount to be assessed to the students.

*Upon a motion to approve by Dialo Cartwright, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the ATI Nursing Fee increase listed above.*

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

**Office of Academic Affairs – Amanda Morris**

The College submitted the Self-Evaluation study for the Practical Nursing program March 11 to the Georgia Board of Nursing. The self-evaluation study included corrective action to improve the program's pass rates

The Horticulture Program's annual Spring Plant Sale is scheduled for Wednesday, April 21 at the CPTC Waycross Campus Greenhouse from 8:00 a.m. until 6:00 p.m. The Plant Sale is open to the community.

**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.

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

The GA Fatherhood program is an employment-based service that focuses on providing services that can assist noncustodial parents achieve self-sufficiency. A representative from the GA Fatherhood program will be available on the Jesup Instructional Site on Tuesdays, Wednesdays and Thursdays and a representative will be available on the Waycross Campus on Mondays.

Coastal Community Health Services will be using the parking lot of the Golden Isles Instructional Site on April 21 to provide COVID vaccinations.

**Office of Institutional Advancement – Stephanie Roberts**

Invitations have been sent out to all prior participants as well as local Chambers. The 7<sup>th</sup> annual sporting clays tournament is scheduled for September 25, 2021, at Dorchester Shooting Preserve.

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament has been scheduled for October 22, 2021, at the Okefenokee Country Club

**Office of Institutional Effectiveness – Vince Jackson**

The 2021 Student Satisfaction of Services Survey has been completed. The highlights are:

- Return rate was 21%, representing 788 students of 3681 enrolled.
- 231 students (29%) are high school students.
- 278 students (35%) are first semester students.
- 426 students (55%) are day students.
- Overall satisfaction rate was 97%. No area fell below 90%.

**Office of Marketing – Lauralee Beauregard**

The College has made the decision to update the CPTC website. Lauralee Beauregard, Marketing Coordinator, is working with Network Technology Solutions on the creation and design of the new website.

**Office of Special Projects – Eva Byrd**

The CPTC Summer Internship Program is a 4-week, 20-hours per week, paid internship for rising 11<sup>th</sup> and 12<sup>th</sup> grad students (must be 16 years old). This program is designed to provide a unique opportunity to students who may not have already been given this kind of experience. It is scheduled for June 1 – 24. The students will be in class from 8:30-10:30 a.m. each morning and then working in various areas from 10:45-1:00 p.m.

**Office of Student Affairs – Karla Eubanks**

As of April 5, CPTC has 1,114 students registered for Summer semester. Enrollment for Summer 2020 was 1,507. CPTC had 149 Dual Enrollment students last Summer semester. Dual Enrollment is currently at 46 registered student.

A virtual graduation ceremony is scheduled for Thursday, June 3 for Spring semester graduates. The deadline for students to apply to participate in the ceremony is May 5. An in-person ceremony is scheduled for Thursday, September 16 for Summer semester graduates.

**Office of the President – Lonnie Roberts**

The Hazlehurst bid came in at \$230,800 (Altamaha Building Systems, Inc). The State Board of the Technical College System of Georgia approved the contract at their April meeting. Architects are preparing a bid package for the Baxley Instructional Site. The work will be done in two phases and will be bid in the next fiscal year.

The Georgia legislature did not include planning and design funds for the new Business & Technology building on the Golden Isles Instructional Site in the FY22 budget. While this is disappointing, it is not a surprise. The Brunswick-Golden Isles Chamber of Commerce, community, and especially Ralph Staffins

worked very hard to get the funding and the College appreciates their efforts on behalf of CPTC. Hopes are high that the College will receive the funding next year.

The College is in the process of planning its first face-to-face graduation ceremony since the COVID Pandemic began. The plan is to hold an in-person ceremony Thursday, September 16 for Summer semester graduates 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.

As of now, the Technical College System of Georgia is planning to hold the annual TCDA/TCFA Annual Leadership Conference October 25-27, 2021, at the Hyatt Regency in Savannah. More information will be forthcoming in the next few months.

**May 20, 2021, CPTC Local Board Meeting – Proposal to Cancel**

Lonnie Roberts requested approval to cancel the May 20, 2021, CPTC Local Board of Directors' meeting. In addition, a request was made to move the June 17, 2021, CPTC Local Board of Directors' meeting to June 9, 2021 and move the location of the meeting to the Westin Marriott on Jekyll Island. The June 9 meeting will be a joint meeting of the CPTC Foundation and the CPTC Local Board of Directors.

*Upon a motion to approve by Artie Jones, Jr., a second by Dialo Cartwright, the CPTC Local Board of Directors unanimously approved canceling the May 20 meeting and moving the location and date of the June 17 meeting to June 9 at the Westin Marriott on Jekyll Island.*

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for June 9, 2021, at 12:00 p.m. in the Ballroom at the Westin Marriott on Jekyll Island.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:12 p.m.

  
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Coastal Pines Technical College  
President

  
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Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair