



**Local Board of Directors Meeting  
July 21, 2022**

**Board Members Present**

Lee Lewis, Chair  
Ted Buford  
Dialo Cartwright  
Kurt Davis, Vice Chair  
Dewayne Johns  
Artie Jones, Jr.  
Gwen Mungin  
Jason Rubenbauer  
Ralph Staffins, III

**Staff Members Present**

Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology  
Vince Jackson, Vice President for Institutional Effectiveness  
Ethan Johnson, Campus Police Chief  
Natasha King, Executive Assistant to the President  
Melissa Lamb, Vice President for Administrative Services  
Amanda Morris, Executive VP and VP for Academic Affairs  
Karla Nordone, Vice President for Student Affairs  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Joel Varnedoe

**Staff Members Absent**

Lonnie Roberts, President  
Stephanie Roberts, Executive Director of College  
Advancement

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 21, 2022, at 12:01 p.m. in rooms 4136 and 4137 on the Jesup Instruction Site. Ted Buford, CPTC Local Board Member, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Dialo Cartwright, 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 Jason Rubenbauer, a second by Jason Artie Jones, Jr., minutes of the June 16, 2022, CPTC Local Board of Directors' meeting were unanimously approved.*

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

**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 Adult Education – Katrena Felder**

The FY23 Intergovernmental Agreement between CPTC and the Department of Community Supervision will go into effect July 1, 2022, through June 30, 2023. The adult education's "Training on the Go!" program approved by the Technical College System of Georgia (TCSG) will include OSHA-10, OSHA Forklift, ServSafe Manager, Certified Nursing Assistant, Certified Construction, and Basic Shielded Metal Arc Welding certification. The College can offer these classes at no cost to those on community supervision thanks to the funding provided by Truist Bank. The program will require students to enroll in adult literacy classes as well as complete a CPTC admissions application and a FAFSA application.

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

Industry Ready is a concept that was developed around 13 years ago and has spread statewide under a variety of different names. It is a 1–4-week entry-level training program in a variety of industries for unemployed adults or high school graduates. Employers provide input on more commonly needed entry-level skills. Dr. Pete Snell is assisting TCSG in developing a single branded program to be advertised statewide.

**Office of Facilities – Chad Boyett**

Local Board members received a progress update on the current and upcoming renovations and campus improvement projects.

**Office of Institutional Effectiveness – Vince Jackson**

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

- CPTC Procedure: Security Incident Response Plan
- CPTC Procedure: Computer and System Logging Procedure
- CPTC Procedure: Physical and Environmental Protection
- CPTC Procedure: Data Destruction and Sanitization
- CPTC Procedure: Mobile Device Procedures
- CPTC Procedure: Requesting Internet or Email History
- CPTC Procedure: Tablet Acquisition and Usage Procedure
- CPTC Procedure: Use of Personal Mobile Devices for Business Communications
- CPTC Procedure: VPN Access
- CPTC Procedure: Wireless Access
- CPTC Procedure: Account Management
- CPTC Procedure: Maintenance of IT Assets
- CPTC Procedure: Risk Assessment Managing Risks and Vulnerabilities
- CPTC Procedure: Business Email Archiving, Retention, and Investigation Procedure (Terminated)

The FY2023 Perkins budget has been approved by the Technical College System of Georgia (TCSG) and loaded into SPIRIT.

Personnel	\$315,960.12
Other Operating	\$329,253.88
<b>TOTAL</b>	<b>\$645,214.00</b>

**Office of Police and Security – Ethan Johnson**

CPTC Campus Police Chief, Ethan Johnson, attended the FBI National Command Course in Quantico, Virginia last week. This class is designed for chiefs and sheriffs across the nation whose departments have fewer than 50 officers. In this training, the FBI shared their aid and information concerning their Hostage Rescue Team, ballistics research, forensics lab, and free training opportunities. The CPTC Campus Police Department is looking forward to partnering with them more in the future.

**Office of Special Projects – Eva Byrd**

The College had a total of 11 students from Ware, Pierce and Camden counties, plus one home-schooled student, participate in the Summer Internship program. With the June Local Board meeting being held in Hazlehurst, the Summer Interns couldn't join us this year. Dr. Michael-Angelo James was the class-time instructor. The students took the EMPL1000 course where they learned skills that help make them better employees, including mock interviews with instructors and administrators on campus. The interns also learned how to be a good employee while working in various areas on campus. The staff they worked with were great in providing them with constructive feedback; and the students enjoyed the interaction.

**Office of Student Affairs – Karla Nordone**

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

- CPTC Procedure: Satisfactory Academic Progress (Revised)
- CPTC Procedure: Verification (New)
- CPTC Procedure: Federal Supplemental Educational Opportunity Grant (New)

As of June 28, the College has 1,486 students registered for Summer semester. Enrollment for Summer 2021 was 1,584. CPTC has 1,301 traditional students enrolled, which is down 86 students or -6.20% from last Summer semester. There are 185 dual enrollment students enrolled, which is down 11 students or -5.61% from last Summer semester.

**Enrollment Plan – Amanda Morris**

Amanda Morris presented on behalf of Lonnie Roberts

Local Board members viewed the College's FY2023 Supporting Workforce Development enrollment plan that was presented to the Technical College System of Georgia and TCSG Commissioner Dozier.

**OPEN DISCUSSION**

None

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for August 11, 2022, 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 1:09 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