



**Local Board of Directors Meeting
June 16, 2022**

Board Members Present

Lee Lewis, Chair
Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Gwen Mungin
Jason Rubenbauer

Staff Members Present

Lonnie Roberts, President
Chad Boyett, Executive Director of Facilities
Katrena Felder, Executive Director of Adult Education
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
Stephanie Roberts, Executive Director of College Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Dewayne Johns
Artie Jones, Jr.
Ralph Staffins, III
Joel Varnedoe

Staff Members Absent

Eva Byrd, Project Manager
Derrell Harris, Executive Director of Information Technology
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 16, 2022, at 12:00 p.m. in room 1123 on the Hazlehurst Instructional Site. Lee Lewis, CPTC Local Board Chair, 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 Gwen Mungin, a second by Jason Rubenbauer, minutes of the April 21, 2022, CPTC Local Board of Directors' meeting were unanimously approved.

Election of Chair and Vice Chair

Upon a motion by Jason Rubenbauer, a second by Gwen Mungin, the board unanimously elected Lee Lewis to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2023.

Upon a motion by Jason Rubenbauer, a second by Gwen Mungin, the board unanimously elected Kurt Davis, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2023.

2022-2023 CPTC Board of Directors' Meeting Schedule – Proposal to Approve

Lonnie Roberts presented and requested approval of the 2022-2023 Coastal Pines Technical College Board of Directors' meeting schedule.

Upon a motion to approve by Gwen Mungin, a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved the 2022-2023 CPTC meeting schedule.

New Program Request – Amanda Morris

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

- Floral Gardening, TCC
- Vegetable Gardening, TCC
 - Coastal Pines Technical College is requesting approval for the Floral Gardening and Vegetable Gardening Technical Certificate of Credits.

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

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

Office of Academic Affairs – Amanda Morris

The Spring term state testing pass rates for College's Nurse Aide program is as follows:

- Clinch County – 60%
- Pierce County – 100%
- Brunswick – 100%
- Camden – 100%
- Waycross – 100%
- Hazlehurst – 90%
- Baxley – 80%

Par-Marine will begin an apprenticeship program with CPTC this Fall and is currently working with TCSG to register this program as an official DOL apprenticeship provider. Par-Marine will be signing the Employer Acceptance agreement (EAA) for the apprenticeship programs in June. Par-Marine is projecting to start with 20 apprentices Fall Semester.

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 Technical College System of Georgia's Office of Adult Education recently approved CPTC's Construction Ready Certificate Program and Economic Development's Serve Safe Handler and Serve Safe Manager Trainings for the Adult Education Program's "Training on the Go!" These additional Integrated Education and Training programs will allow adult education students to receive hands-on-training at the collegiate level while simultaneously pursuing their GED, HiSET or HSE Diploma.

Office of College Advancement – Stephanie Roberts

The CPTC Foundation has received the following grant donations:

- ESG Operations \$1,000 (Adult Ed)
- Charles Eames \$1,000 (Travel Scholarships)
- Trustees \$1,000
- Okefenokee Ministries \$500
- TCSG FDN \$9,602 (Last Mile Funding for Summer)
- Dollar General Literacy Grant \$10,000 (Adult Education)

The Terry Thomas and CPTC Foundations are sponsoring the College's Free Application Week. Free Application Week is scheduled for July 25-29, 2022, and applicants may apply on-line or in-person at any of the College's seven (7) locations.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell, Vice President for Economic Development, is assisting in the effort to develop a system-wide Economic Development Virtual Academy, which will consist of live and instructor-assisted online training courses. The goal is to have around 6-10 courses available July – September 2022.

Office of Police and Security – Ethan Johnson

On June 6, the College hosted GEMA, local law enforcement, emergency response, and local partners including the local hospital and school system for an active shooter tabletop exercise on the Camden Instructional Site. This exercise was greatly beneficial to all parties involved and offered many conversations and improvements in defensive postures that are being addressed.

Office of Student Affairs – Karla Nordone

Board members received and reviewed a spreadsheet listing the Spring Semester graduates, which included the graduates' program of study and degree earned.

The following CPTC procedure has been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Attendance and Withdrawal

Competitive Admissions applications were opened for Medical Assisting (Golden Isles and Waycross), Practical Nursing (Alma, Baxley, Golden Isles) and Radiology (Waycross) for the Fall semester cohorts. The College has received 157 applications for the Practical Nursing program, 26 applications for Medical Assisting, and 21 for the Radiology program. The Practical Nursing applications are closed but the Medical Assisting and Radiology applications will be accepted through June 24.

Office of the President – Lonnie Roberts

Local Board members viewed a short PowerPoint on the upcoming renovations and campus improvement projects that are scheduled to begin soon:

- Baxley Campus Entry Improvements,
- Baxley Campus Renovation Phase II,
- Baxley Campus Site Improvements (new road),
- Hazlehurst Campus Monument Sign.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for July 21, 2022, at 12:00 p.m. on the Jesup Instructional Site.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:16 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair