



**Local Board of Directors Meeting  
March 17, 2022**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Kurt Davis, Vice Chair  
Gwen Mungin  
Jason Rubenbauer  
Ralph Staffins, III

**Staff Members Present**

Lonnie Roberts, President  
Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Vince Jackson, Vice President for Institutional Effectiveness  
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**

Ted Buford  
Artie Jones, Jr.  
Dewayne Johns  
Joel Varnedoe

**Staff Members Absent**

Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology  
Ethan Johnson, Campus Police Chief

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 17, 2022, at 12:03 p.m. on the Waycross Campus. 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 Ralph Staffins, III, a second by Dialo Cartwright, minutes of the February 17, 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 Academic Affairs – Amanda Morris**

Donald Wilson, Paramedicine Instructor, is in the process of reorganizing the classroom/lab and creating a cadaver lab for syndaver (robin) training. In addition, he is working CoAEMSP updates and preparing the annual report for submission before the May 15, 2022, deadline.

TCSG has worked with the Georgia Department of Education to establish articulation agreements for Certified Cloud Computing and Early Childhood Care and Education. Students who complete the specified courses in high school and receive a grade of C or better can receive college credit at any TCSG school where the program is offered.

**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: Golf Cart and Utility Vehicle Use
- CPTC Procedure: Asset Management
- CPTC Procedure: Purchasing

**Office of College Advancement – Stephanie Roberts**

The CPTC Foundation has received the following grant donations:

- Terry Thompson Foundation \$10,000
- Memorial Hospital Auxiliary \$2,500
- Gene Haas FDN \$10,000
- Charles Eames Travel Scholarship \$3,000
- Automotive Program Scholarship \$2,000  
(Georgia Automotive Dealers Association)

There are 29 teams signed up to participate in the 7<sup>th</sup> annual sporting clays tournament, which is scheduled for April 9, 2022, at Dorchester Shooting Preserve. The Foundation has three \$5,000 sponsors for the event: International Paper Processing, Cogdell and Mendrala, and Hennessy Motors.

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

TCSG is in discussion with the technical college's Economic Development Divisions on the development of a heavy equipment training program that may comprise of a blend of online, virtual, simulation and hands-on. The challenge is with the hands-on portion of the program. Heavy equipment rental appears to be scarce now and may require employers to partner with TCSG for use of their equipment at their locations on weekends. Locations may rotate around the state for the simulation and hands-on.

**Office of Institutional Effectiveness – Vince Jackson**

The new truck for the Electrical Line worker program has passed all approvals and has been ordered. The vendor indicated that delivery would not take place until October or November of 2022. CPTC was able to secure an extension with TCSG's office of Grants Management. The College will have at least one more Perkins budget amendment to adjust salaries and equipment purchases during this fiscal year.

**Office of Student Affairs – Karla Nordone**

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

- CPTC Procedure: Student Grade Point Average
- CPTC Procedure: Student Records Access

Student Affairs has begun preparing for the Financial Aid Risk Review that is scheduled for March 30-31, 2022. The review team, which will consist of 15 to 20 reviewers, will be reviewing Federal Financial Aid awards (Pell, FSEOG, and Federal Work Study) for Fall 2021 along with the required Consumer Information. The division has begun pulling information and loading documentation into the designated online drop box for the team to review prior to onsite arrival.

**Office of the President – Lonnie Roberts**

The USDOE has automatically extended all HEERF awards through June 30, 2023. The College will disburse a portion of the student funds this semester and the remainder of student funds during the 2023 academic year. CPTC has identified expenditures to cover the remaining balance of institutional funds. Due to the automatic extension, the College will not have to request an extension on the institutional portion of these funds.

The Golden Isles College & Career Academy recently underwent their five-year recertification by TCSG. GICCA successfully completed the recertification without any recommendations. GICCA did receive five commendations.

GICCA will begin the search for a new CEO. New roles and responsibilities have been developed for the next CEO. These duties will return the focus of the CEO to developing a viable 21<sup>st</sup> century workforce and meeting the workforce needs of local employers. The CEO's primary role will be to increase GICCA enrollment (including dual enrollment) and build stronger connections with the business/industry community as a business liaison. The new CEO will serve as a workforce development project manager for the Golden Isles community.

Lonnie Roberts, Amanda Morris, and Dr. Pete Snell were a part of the Glynn County delegation that visited the Capital February 21-23. This delegation lobbied/advocated for planning and design funds for CPTC's capital outlay request to plan and design a new building on the Golden Isles Campus.

Work is progressing on Phase 1 of the Baxley Instructional Site renovations. The project is scheduled to be completed this Summer. Phase 2 of renovations should be ready for bid soon. The project to re-do the entrance and install a new campus sign on the Baxley Instructional Site should also be ready for bid soon. Plans for a new campus sign at the Hazlehurst Instruction Site are being finalized.

The House included \$1.46M in their version of the FY2023 budget for planning and design of CPTC's new building at Golden Isles. The budget is now in the Senate and it is up to the Senate to include the other half of planning and design funds.

The College's first Stingray Leadership Academy (SLA) class will conclude this month (March). The second SLA class will begin in January, 2023.

**OPEN DISCUSSION**

None

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for April 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.



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Coastal Pines Technical College  
President



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Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair