



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

Board Members Present

Lee Lewis, Chair
Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Dewayne Johns
Jason Rubenbauer
Ralph Staffins, III

Staff Members Present

Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
Ethan Johnson, Campus Police Chief
Natasha King, Executive Assistant to the President
Amanda Morris, Executive VP and VP for Academic Affairs
Karla Nordone, Vice President for Student Affairs
Lonnie Roberts, President
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Artie Jones, Jr.
Gwen Mungin
Joel Varnedoe

Staff Members Absent

Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology
Vince Jackson, Vice President for Institutional Effectiveness
Melissa Lamb, Vice President for Administrative Services
Stephanie Roberts, Executive Director of College Advancement

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, November 17, 2022, at 12:01 p.m. in room 1128 on the Camden Instructional Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Ralph Staffins, III, a second by Jason Rubenbauer, 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 Dewayne Johns, minutes of the September 15, 2022, CPTC Local Board of Directors' meeting were approved as amended.

Naming of CPTC's Libraries

A recommendation was made by Lonnie Roberts to name CPTC's libraries in honor of one of the College's donors. In addition, a request to withhold the name of the donor from publication until a recognition ceremony can be held was made.

Upon a motion to approve by Dewayne Johns, a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved naming the College's libraries in honor of the donor presented and agreed to withhold the name of the donor from publication until a recognition ceremony can be held.

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

Office of Academic Affairs – Amanda Morris

The Accreditation Commission for Education in Nursing (ACEN) completed the ASN program's visit September 28. The visiting team will report their findings to the ACEN Board for review.

Amanda Morris met with Dr. Kim Gallogly, ASN Director, to discuss changes in the admissions criteria for the ASN program. The program was required to reduce the intake to 30 students due to the vacancy of one faculty member. In addition, Dr. Gallogly is working with Wayne Memorial Hospital to develop an MOU for instruction assistance.

Office of Administrative Services – Lonnie Roberts

Lonnie Roberts presented on behalf of 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

Glynn County employers (Pinova, King and Prince Seafood, Sea Island, SE GA Health System, Glynn County, Rich Products) have developed a Strategic Leadership Certificate. It is a 12-month training program that is scheduled to begin in January of 2023. The training will be held the second Wednesday of each month from 12:00 p.m. to 5:00 p.m. and will include lunch. There will be a series of 10 training topics that concludes with presentations of a capstone project that is developed with input from supervisors.

The Certified Basic Motor Grader Operator (Level 1) training program has been rescheduled to begin in January 2023 and will be followed by the Level 2 training program.

Office of Police and Security – Ethan Johnson

In response to the rising crime rates around the state in the wake of COVID, Georgia has set aside funds for a new grant solicitation for police departments to address these rising crime trends. The College is currently finishing up a proposal for this grant.

Office of Special Projects – Eva Byrd

The College's next staff development day will be held in-person Thursday, December 15 on the Jesup Instructional Site. Board members received an invitation to the annual Christmas Luncheon that is scheduled to begin at 11:30 a.m.

Office of Student Affairs – Karla Nordone

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

- CPTC Procedure: Attendance and Withdrawal (Revised)

As of November 7, the College has 3,752 students registered for Fall semester which is down 270 students or down 6.71%. Fall traditional enrollment consists of 1,590 students which is down from Fall last semester. Fall dual enrollment consists of 2,162 students which is up from last Fall semester.

Free Application Day was held on Thursday, October 20. The College received 24 new applications.

Office of the President – Lonnie Roberts

The contractor is addressing the punch list items for Phase I renovations on the Baxley Instructional Site. Work on the Phase II renovations is proceeding well and is expected to be completed late December.

The contractor is making good progress on the new entrance/access road to the Baxley Instructional Site. The College is awaiting final clearance from the GDOT before work can begin on the main entrance project.

The contract for the Hazlehurst Instructional Site's monument sign has been awarded and the contractor is working on getting everything ready to begin.

The plans for renovation of the old automotive lab into a new welding lab on the Jesup Instructional Site have been completed. The project should be ready to go to bid before the end of the year.

The second bid for the Camden Instructional Site's Precision Manufacturing Building is out. Nine contractors attended the pre-bid meeting and the deadline for submission was November 16.

The College will participate in the pilot program of College Public Safety Assessments. A team from TCSG will visit the College March 8, 2023, the assessment will evaluate the following areas:

- Campus Police Department
- Behavioral Intervention Team
- Clery Act Compliance Team
- Business Continuity Planning
- Emergency Operations Planning
- Exposure Control Planning
- Hazardous Communications Program Planning

Under legislation passed during the 2022 session certain employment services will be moving from the Georgia Department of Labor (GDOL) to TCSG. This was effective July 1, 2022, but the whole process is still being worked out. TCSG currently has an MOU in place with GDOL to provide these services. The MOU is set to expire November 30. This is still a work in progress and not all details have been finalized. TCSG is evaluating the condition of current GDOL facilities. If the College would like to house these services on a campus, CPTC will need to notify TCSG. Adult education services must be available on the campus and the College should plan to accommodate walk-ins and have sufficient computer access for clients. Also, if there is a GDOL facility near one of the campuses, and CPTC is interested in oversight of that facility, TCSG will need to be notified. TCSG is working to streamline the statewide application process and is not ready to physically move people at this point.

The groundbreaking for the SPCCA was held Tuesday, November 15 on the Baxley Instructional Site. TCSG Commissioner Dozier and many other guests attend the event.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for December 15, 2022, at 11:00 a.m. on the Jesup Instructional Site.

The next CPTC graduation ceremony is scheduled for Thursday, January 26, 2023, 7:00 p.m. at the Ware County Middle School.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:15 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair