



**Local Board of Directors Meeting
July 20, 2023**

Board Members Present

Ted Buford
Dialo Cartwright
Kristina Foreman
Dewayne Johns
Lee Lewis, Chair
Kurt Davis, Vice Chair
Artie Jones, Jr.
Jason Rubenbauer
Ralph Staffins, III
Summer Stipe

Staff Members Present

Chad Boyett, Executive Director of Facilities
Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology
Ethan Johnson, Campus Police Chief
Lanie Jonas, Vice President for Administrative Services
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
Stephanie Roberts, Executive Director of College Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Staff Members Absent

Eva Byrd, Project Manager
Vince Jackson, Vice President for Institutional Effectiveness

Guests

Honorable Calvin Bennett

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 20, 2023, at 12:00 p.m. room 1458 on the Waycross Campus. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

SWEARING IN OF NEW BOARD MEMBERS – Judge Calvin Bennett

Judge Calvin Bennett administered the following Oath of Office to new board members, Kristina Foreman and Summer Stipe.

“I, _____, do solemnly swear (or affirm) that I will truly and faithfully discharge all duties required of me by law as a member of the Board of Directors of Coastal Pines Technical College, to the best of my ability. I do further solemnly swear (or affirm) that I am not the holder of any public money due this State unaccounted for; that I am not employed by the College in any capacity other than as a local board member: that I am not the holder of any office of trust under the government of the United States (except postmaster), nor of either of the several states, nor any foreign state, and I am otherwise qualified to hold said office, according to the Constitution of the United States and of this State. So help me God.”

APPROVAL OF AGENDA

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Artie Jones, Jr., a second by Jason Rubenbauer, minutes of the June 15, 2023, CPTC Local Board of Directors' meeting were unanimously approved.

New Program Request – Amanda Morris

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

- Cyber Crime Specialist, TCC

Upon a motion to approve by Ralph Staffins, III, a second by Dialo Cartwright, the CPTC Local Board of Directors unanimously approved the new program listed above.

FY24 PROGRAM SPECIFIC FEE REQUEST – Amanda Morris

Amanda Morris made a recommendation to approve the following cost recovery fee increase:

- Surgical Technology and Radiologic Technology Programs (TCSG approval not required)
 - Dosimeter Badge fee increase from \$153.22 to \$160 (Effective Fall 2023 Semester)

Upon a motion to approve by Ralph Staffins, III, a second by Summer Stipe, the CPTC Local Board of Directors unanimously approved the cost recovery 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 has received approval from Memorial Satilla Health in Waycross to begin clinical rotations at their facility beginning Fall semester.

Additional apprenticeship partnerships recently added include:

- The Poole Law Firm – Waycross, GA - Occupation: Paralegal
- Southeast Pipe – Patterson, GA – Occupation: Commercial Truck Driving
- Cal-Maine Foods – Patterson, GA – Occupation: Electrical Technician
- Sierra International Machinery – Jesup, GA – Occupation: Welder

Office of Administrative Services – Lanie Jonas

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

GALIS Report #AE095, WIOA Table 4, displays the WIOA local totals of the number of students enrolled, total attendance hours, measurable skill gains (MSG), separated, remaining, and percentages by entering educational functioning level for all POPs (Periods of Participation) in the Georgia Adult Education Learner Information System (GALIS) for FY23 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **688**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **67**
- Total Number of Students Enrolled for both ABE & ESL: **755**
- Total Hours of Attendance both ABE & ESL students: **44,201.50**
- Total Percentage of ABE students who achieved a MSG: 146 = **41.28%**
- Total Percentage of ESL students who achieved a MSG: 20 = **29.85%**

- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **16**
- Total HSE's (GED Diploma or HISET Diploma) earned for FY23: **142**

*Note: Total HSE's earned are not calculated in GALIS until the 15th of every month.

The FY23 MSG% negotiated state performance target has been set at 45%. As of July 10, 2023, CPTC's FY23 MSG % is **40%**.

Office of College Advancement – Stephanie Roberts

Hurst and Hurst, CPA out of Douglas has completed the CPTC's Foundation's 2020 audit. The completed 2020 audit was 'clean' with only a few suggestions:

- Language in the CPTC Foundation's By-laws needs to be amended to support the way the Foundation accounts for investment income and how it is tracked.
- Amount of funds that are in the main account for the Foundation currently exceed federally insured limits. (The CPTC Foundation Trustees agreed at the last meeting to take steps to invest funds in separate banks/cd's/money markets)

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament has been scheduled for October 20, 2023, at the Okefenokee Country Club. Invites for the event will be mailed/emailed out later this month.

Office of Economic Development – Dr. Pete Snell

CPTC's Economic Development Division has achieved all its TCSG Benchmarks for FY2023. This is the first time since the COVID-19 pandemic that the division has achieved all its benchmarks.

The 'CC Revenue' in the chart below is an internal benchmark set by the College and refers to all earned and unearned revenue received for facility rentals. The Economic Development Division only achieved this benchmark when including unearned revenue (discounted and free events).

BENCHMARKS	GOAL	ACTUAL	PROJECTION	BLK = GOOD		
				RED = BAD		
CT COMPANIES	55	119	119	64		
CT # TRAINED	2,100	2,259	2,259	159		
CE # TRAINED	3,000	3,095	3,095	95		
CT REVENUE	\$68,000.00	\$112,041.25	\$112,041.25	\$44,041.25		
CE REVENUE	\$192,000.00	\$204,292.04	\$204,292.04	\$12,292.04		
CT HOURS	9,100	10,623	10,623	1,523		
CE HOURS	19,500	20,018	20,018	518		
CC REVENUE	\$35,500.00	\$ 35,104.00	\$35,104.00	(\$396.00)	\$29,757.00	<i>Including Unearned</i>
TOTAL REVENUE	\$295,500.00	\$351,437.29	\$351,437.29	\$55,937.29	\$86,090.29	<i>Including Unearned</i>

Office of Police & Security – Ethan Johnson

The CPTC Safety Committee held an active shooter tabletop exercise June 22. In this exercise, the committee explored various implications of a large-scale event on the Waycross Campus in the context of the College's current planning instruments.

Office of Student Affairs – Karla Nordone

As of July 3, the College has 1,491 students registered for Summer semester. Enrollment for Summer 2022 semester was 1,471. CPTC has 1,228 traditional students enrolled, which is down 57 students or - 4.43% from last Summer semester and 263 dual enrollment students enrolled, which is up 78 students or 42.16% from last Summer semester.

Office of the President – Lonnie Roberts

Lonnie Roberts, CPTC President, gave a brief update on the College's registered apprenticeship program. Board members also received a handout showing the historical and current data of the program.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for August 24, 2023, at 12:00 p.m. in the Ballroom at the Westin Marriott on Jekyll Island.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:34 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair