



**Local Board of Directors Meeting
June 15, 2023**

Board Members Present

Ted Buford
Lee Lewis, Chair
Kurt Davis, Vice Chair
Artie Jones, Jr.
Ralph Staffins, III

Staff Members Present

Chad Boyett, Executive Director of Facilities
Vince Jackson, Vice President for Institutional Effectiveness
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

Dialo Cartwright
Dewayne Johns
Jason Rubenbauer
Joel Varnedoe

Staff Members Absent

Eva Byrd, Project Manager
Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology

Guests

Kristina Foreman
Summer Stipe

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, June 15, 2023, at 12:00 p.m. rooms 4136 and 4137 on the Jesup Instructional Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Artie Jones, Jr., a second by Ralph Staffins, III, 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 Ralph Staffins, III, minutes of the May 18, 2023, CPTC Local Board of Directors' meeting were unanimously approved.

Election of Chair and Vice Chair

Upon a motion by Artie Jones, Jr., a second by Ralph Staffins, III, the board unanimously elected Lee Lewis to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2024.

Upon a motion by Ted Buford, a second by Ralph Staffins, III, the board unanimously elected Kurt Davis, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2024.

2023-2024 CPTC Board of Directors' Meeting Schedule – Proposal to Approve

Lonnie Roberts presented and requested approval of the 2023-2024 Coastal Pines Technical College Board of Directors' meeting schedule.

Upon a motion to approve by Artie Jones, Jr., a second by Ralph Staffins, III, the CPTC Local Board of Directors unanimously approved the 2023-2024 CPTC meeting schedule.

New Program Request – Amanda Morris

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

- PS71 Paralegal Studies Post-Baccalaureate Certificate, TCC
- EVP1 Electric Vehicle Professional, TCC

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones, Jr., 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 College recently participated and won as Global Champions in the Ally Anthology 'Fix Your Content' day. 'Fix Your Content' day is a Global Accessibility Awareness Day (GAAD) to highlight the need for more inclusive and accessible digital content for students. CPTC completed a total of 15,539 content fixes, which averaged 9.53 fixes per student enrollment. The Technical College System of Georgia dominated the leaderboard by capturing the top seven positions in the world.

Additional apprenticeship partnerships recently added include:

- C&M Enterprises, LLC - Hortense, GA - Occupation: Commercial Truck Driving (New)
- Robbie Roberson Ford - Waycross, GA - Occupation: Automotive Mechanic (New)
- LiveOak Fiber - Brunswick, GA - Occupation: Cable Television Installer (New)

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 College Advancement – Stephanie Roberts

Waycross Heating and Cooling has purchased the CPTC Foundation's George St. property (located across from the Waycross Campus). The sale was finalized June 1 at the final price of \$127,820.

The CPTC Foundation received \$500 from the Waycross Exchange Club, \$750 from the Waycross Service League and \$500 from the Brunswick Exchange Club.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell, Vice President for Economic Development, is currently evaluating Business Wise as a potential employer contact resource for TCSG's Economic Development Divisions.

The FY24 prison training schedule has been submitted for review and approval to four of the state prisons with the College's service delivery area. Once approved, the training schedule will be submitted to the Georgia Department of Corrections for funding approval.

Office of Institutional Effectiveness – Vince Jackson

The final amendment for the FY2023 budget was submitted June 4. The system office is currently compiling all the individual colleges' PLANAR documents. Once this is complete, the College will be ready to enter the FY2024 budget into the new Perkins system. The total FY2024 budget (without carryover) is currently \$758,506.00. The current un-allocated amount is \$70,916.02.

Office of Police & Security – Ethan Johnson

The tornado drills held May 24 were an overall a success. With AlertAware, the College noticed that several phone numbers for individuals were still listed as the front desk phone of the campus the employee worked. This resulted in the front desk phones being spammed on several campuses. The Police and Security Division has fixed this issue and deleted any duplicate numbers that were found. The AlertAware emails are still trickling in due to CPTC's email server bouncing them back (this issue has also been addressed). Thankfully, the College learned about these bugs before a major incident took place.

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.

As of June 5, the College has 1,517 students registered for Summer semester. Enrollment for 2022 Summer semester had 1,471 registered students. The College is up 46 students. The 8-week Summer term began May 30.

Office of the President – Lonnie Roberts

Baxley Instructional Site Renovations:

- Phase 1 – The contractor has a few items left to complete.
- Phase 2 – Work is complete.
- New Access Road – Work is complete.
- Main Entrance – The contractor began work this week. Traffic has been redirected to the new access road off Sunshine Drive.

Work is proceeding very quickly on the Southern Pines College and Career Academy. The contractor is still on schedule to complete in time for Fall Semester classes to be held in the building.

The contractor is scheduled to begin work the week of July 17-21 on the Hazlehurst Instructional Site renovations. The contractor has established a three-week completion schedule.

The renovation of the old automotive lab into a new welding lab on the Jesup Instructional Site is proceeding very well. The contractor has closed in the old roll-up doors and built the welding booths.

Work is progressing at the Camden Instructional Site on the new Machine Tool Building. The estimated completion is still November – December.

The College will host an MOU signing and reception July 12 at 11:00 a.m. on the Baxley Instructional Site. The MOU will be between CPTC and the Hyundai Motor Group Metaplant America (HMGMA). CPTC will offer the Electric Vehicle Professional TCC to support HMGMA's new plant in Bryan County.

The new mobile welding lab has been delivered and paid for. This expense closes the College's HEERF/CARES funds. The design of the mobile welding lab will provide Coastal Pines the flexibility to travel and provide welding training throughout the thirteen-county service area.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for July 20, 2023, at 12:00 p.m. on the Waycross Campus.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:41 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair