



**Local Board of Directors Meeting
March 16, 2023**

Board Members Present

Lee Lewis, Chair
Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Artie Jones, Jr.
Jason Rubenbauer

Staff Members Present

Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
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
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

Dewayne Johns
Ralph Staffins, III
Joel Varnedoe

Staff Members Absent

Ethan Johnson, Campus Police Chief
Natasha King, Executive Assistant to the President

Guests

Bradley Barrett, CPTC Police Lieutenant

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 16, 2023, at 12:00 p.m. in room 1136 on the Baxley 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 Jason Rubenbauer, 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 Ted Buford, minutes of the February 16, 2023, CPTC Local Board of Directors' meeting were unanimously approved.

2023-2024 CPTC ACADEMIC CALENDAR – Karla Nordone

The CPTC Local Board of Directors received a draft copy of the proposed 2023-2024 CPTC Academic Calendar for review and a recommendation to approve was made by Karla Nordone.

Upon a motion to approve by Jason Rubenbauer, a second by Dialo Cartwright, the CPTC Local Board of Directors unanimously approved the 2023-2024 CPTC Academic Calendar.

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

Office of Academic Affairs – Amanda Morris

The 2022 Jesup and Camden Instructional Site's Practical Nursing cohorts have taken and passed the NCLEX exams.

The Welding program is hosting a 'Weld-off' May 4 and GATX has agreed to support the event and send a CWI to judge the event.

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

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

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **449**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **46**
- Total Number of Students Enrolled for both ABE & ESL: **545**
- Total Hours of Attendance both ABE & ESL students: **27,992.25**
- Total Percentage of ABE students who achieved a MSG: 96 = **36.07%**
- Total Percentage of ESOL students who achieved a MSG: 12 = **26.09%**
- Total Number of I.E.T. Workplace Literacy Participants who achieved a certificate: **4**
- Total HSE's (GED or HISET Diploma) earned for current FY23 year: **80**

The FY23 MSG% negotiated state performance target has been set at 45%. CPTC's FY23 MSG % is 35.16%.

Office of College Advancement – Stephanie Roberts

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

- CPTC Procedure Naming of College Buildings, Grounds or Programs
- CPTC Procedure College-Owned Social Media

The CPTC Foundation was awarded a \$75,000 donation from the Harley Langdale Jr. Foundation to support the Timber Harvesting Program. The official presentation will be held March 21.

Office of Economic Development – Dr. Pete Snell

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

- CPTC Procedure: Use of Campus Facilities

The Economic Development Division will begin administering the ASN HESI competitive admissions testing this month.

Office of Institutional Effectiveness – Vince Jackson

The Substantive Change document for National Center for Construction Education and Research (NCCER) Carpentry Fundamentals Technical Certificate of Credit (TCC) is complete. The TCC was approved by the State Board March 2 and the sub-change document has been submitted to SACSCOC for a Fall semester 2024 implementation.

There are no new updates on the CDL truck production progress. The last report indicated delivery sometime during the third quarter of 2023. The College has been given written assurance that the grant will be honored even if the delivery falls outside of this fiscal year (2 years in process). CPTC has been asked to contact USDA in August with an update on the delivery timeline.

Office of Police & Security – Bradley Barrett

Bradley Barrett, CPTC Police Lieutenant, presented on behalf of Ethan Johnson.

A fire drill is tentatively scheduled for April 19 and the tornado drill is tentatively scheduled for May 24. Please let Ethan Johnson know if the dates need to be adjusted.

The College has invited the FBI to teach a week long defensive tactics instructor class and the Kingsland Police Department has agreed to host the training location.

Office of Student Affairs – Karla Nordone

The College's next Free Application Day is scheduled for March 30. The \$25 application fee will be waived for any student who completes an admissions application. The fee waiver code will be advertised to the public the closer to the date.

The competitive applications have been updated and are available on the College's website for students to complete. The programs that will be accepting students for Fall 2023 are:

- Medical Assisting Golden Isles & Waycross
- Practical Nursing Alma, Baxley, Camden & Golden Isles
- Radiology Waycross
- Respiratory Waycross
- Surgical Technology Waycross

Office of Special Projects – Eva Byrd

CPTC will be hosting the Summer Internship this Summer on the Waycross campus June 5-29, 2023. This internship provides an opportunity for students to gain a college credit and get some work experience for their resumes. The College specifically targets students who aren't given a lot of opportunity for various reasons.

Office of the President – Lonnie Roberts

Baxley Instructional Site Renovations

- Phase 1 and 2 – Renovations are almost complete.
- New Access Road – The new access road has been completed.
- Main Entrance – A pre-construction meeting was held March 13 and work will begin soon.

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

Construction has begun on the Camden Instructional Site's Machine Tool Building.

OPEN DISCUSSION

None

UPCOMING EVENTS

The 8th annual Sporting Clays Tournament is scheduled for April 22, 2023, at the Dorchester Shooting Preserve.

The next CPTC Local Board of Directors' meeting is scheduled for April 20, 2023, at 12:00 p.m. on the Jesup Instructional Site.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:30 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair