



**Local Board of Directors Meeting  
May 18, 2023**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Kurt Davis, Vice Chair  
Artie Jones, Jr.  
Ralph Staffins, III

**Staff Members Present**

Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Angie Crews, Interim Vice President for Administrative Services  
Katrena Felder, Executive Director of Adult Education  
Vince Jackson, Vice President for Institutional Effectiveness  
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  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Ted Buford  
Dewayne Johns  
Jason Rubenbauer  
Joel Varnedoe

**Staff Members Absent**

Derrell Harris, Executive Director of Information Technology  
Lonnie Roberts, President  
Stephanie Roberts, Executive Director of College Advancement

**Guests**

Lauralee Beauregard, Marketing Coordinator

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, May 18, 2023, at 12:00 p.m. in room 1123 on the Hazlehurst 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 Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the agenda.*

**ACTION ITEMS**

**APPROVAL OF MINUTES**

*Upon a motion to approve by Dialo Cartwright, a second by Artie Jones Jr., minutes of the March 15, 2023, CPTC Local Board of Directors' meeting were unanimously approved.*

**NEW PROGRAM REQUESTS – Amanda Morris**

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

- Basic Heavy Equipment Operator, TCC (Effective Spring 2024)
- Radiologic Technologist Assistant, TCC (Effective Fall 2023)

*Upon a motion to approve by Ralph Staffins III, a second by Dialo Cartwright, 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 Surgical Technology's bid for the lab operating room to receive a new boom with operating lights, monitors, and endoscopy equipment to replace the outdated equipment has been accepted installation is being scheduled.

The Automotive and Auto Collision programs are working together to host a car show September 23 on the Waycross Campus.

Kimberly Burgess, Apprenticeship Coordinator, worked with Nate Cason, Marketing Specialist, to create a video testimonial for Jered/PaR Marine in Brunswick, Georgia to highlight Jered/PaR Marine's experience with the apprenticeship program. The College will use this as a recruitment tool for more businesses that are considering an apprenticeship program with CPTC.

**Office of Administrative Services – Angie Crews**

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: **613**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **616**
- Total Number of Students Enrolled for both ABE & ESL: **674**
- Total Hours of Attendance both ABE & ESL students: **36,750**
- Total Percentage of ABE students who achieved a MSG: 121 = **37.68%**
- Total Percentage of ESOL students who achieved a MSG: 13 = **21.31%**
- 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: **106**

The FY23 MSG% negotiated state performance target has been set at 45%. CPTC's FY23 current MSG % is 35.88%.

**Office of College Advancement – Lauralee Beauregard**

Lauralee Beauregard, CPTC Marketing Coordinator, presented on behalf of Stephanie Roberts.

Thus far, the CPTC Foundation has awarded \$16,000 in scholarships for the Summer semester.

The CPTC Foundation received \$25,000 from the Georgia Department of Natural Resources for the Commercial Fishing Scholarship.

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

The Georgia Department of Corrections' budget for FY23 training has been depleted. Plans are to submit a training schedule for all four prisons that alternate between OSHA 10 and ServSafe every other month for August through May (FY24).

**Office of Facilities – Chad Boyett**

The footers have been poured, plumbing rough-in is complete, and the columns have been poured for the new Precision Machining & Manufacturing building on the Camden Instructional Site. Estimated completion date is currently set for November 13, 2023. The College expects to start serving students in the new building Spring Semester 2024.

Progress continues on the Southern Pines Career Academy building with material completion expected August 20, 2023. Plans are to begin teaching classes in the new facility Fall semester 2023.

**Office of Institutional Effectiveness – Vince Jackson**

Vince Jackson is developing the Perkins budget for FY2024. The allocation for FY2024 is \$703,506.00 with a \$55,000.00 rural reserve for a total of \$758,506.00. The current un-allocated amount is \$205,370.00.

**Office of Police & Security – Ethan Johnson**

CPTC Campus Police Chief, Ethan Johnson, and the CPTC Safety Committee began conducting safety inspections of the College's campus and instructional sites during the week of May 1-5. Thus far, only a few minor issues, such as light bulbs being out, were found.

**Office of Special Projects – Eva Byrd**

CPTC will be hosting the Summer Internship 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 has 20 students confirmed to participate, with another 33 who applied/inquired. Students confirmed include:

- Ware County 15
- Pierce County 3
- Brantley County 1
- Wayne County 1

**Office of Student Affairs – Karla Nordone**

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

- CPTC Procedure: Admissions
- CPTC Procedure: Assessment

As of May 3, the College has 1,363 students registered for Summer semester. Enrollment for 2022 Summer semester had 1,471 registered students (108 short for this semester so far). Summer semester began May 15 with the 8-week term starting May 30.

**OPEN DISCUSSION**

None

**UPCOMING EVENTS**

The Georgia's Future Workforce presentation is schedule for June 7, 2023, at 12:00 p.m. on the Jesup Instructional Site.

The next CPTC graduation ceremony is scheduled for Thursday, June 8, 2023, 7:00 p.m. at the Wayne County High School.

The next CPTC Local Board of Directors' meeting is scheduled for June 15, 2023, at 12:00 p.m. on the Jesup Instructional Site.


**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:13 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