



**Local Board of Directors Meeting
July 18, 2024**

Board Members Present

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

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
Ethan Johnson, Campus Police Chief
Natasha King, Executive Assistant to the President
Lanie Jonas, Vice President for Administrative Services
Carley McDonald, Vice President for Student Affairs
Amanda Morris Foreman, Executive VP and VP for Academic Affairs
Lonnie Roberts, President
Stephanie Roberts, Executive Director of College Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Artie Jones, Jr.

Staff Members Absent

Vince Jackson, Vice President of Institutional Effectiveness

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday July 18, 2024, at 12:06 p.m. in rooms 4136 and 4137 on the Jesup Instruction Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Jason Rubenbauer, a second by Dialo Cartwright, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Dewayne Johns, a second by Ted Buford, minutes of the June 20, 2024, CPTC Local Board of Directors' meeting were unanimously approved.

NEW PROGRAM REQUEST – Amanda Morris Foreman

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

- Medical Receptionist, TCC

Upon a motion to approve by Summer Stipe, a second by Dewayne Johns, the CPTC Local Board of Directors unanimously approved the new program listed above.

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

Office of Academic Affairs – Amanda Morris

The pass rates for the Nurse Aide (CNA) Spring Cohorts are:

- Baxley Skills 63.6%, Written 100%
- Hazlehurst Skills 100%, Written 100%
- Waycross Skills 56.5%, Written, 94.9%
- Brunswick Skills 100%, Written 80%
- Jesup Skills 100%, Written 100%
- GICCA Skills 100%, Written 95%
- WCHS Skills 92.8%, Written 100%

Since completing the Respiratory Care program, nine of the ten graduates made high-cut scores on the exit TMC board exam and the final graduate made the low-cut score on the TMC board exam. In addition, nine of the ten graduates have taken the CSE board exam and received their RRT credential, which is recognized both nationally and at the state level. These nine graduates are either already employed or are interviewing for positions.

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

Coastal Pines Technical College received its FY25 Grant Award Notification (GAN) Letter from the Technical College System of Georgia's (TCSG) Office of Adult Education (OAE) June 3. The College's Adult Education Program was allocated funding for the following:

- State Grant (Adult Education Matching Funds) \$815,678.00
- Federal 231 (General Adult Education) \$722,605.00
- Federal 225 (Corrections Education) \$20,000.00
- Federal 243 (IELCE & Civics Education) \$9,450.00
- Total \$1,567,733.00

Office of College Advancement – Stephanie Roberts

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

- CPTC Procedure: Naming of College Buildings, Grounds or Programs

The CPTC Foundation has received the following donations/grants:

- Okefenoke REMC \$4,500 (Scholarships) & \$2,000 (Tools)

The social media campaign for the College's 10-year anniversary has been completed. The merger celebration video is now live on YouTube. The link to the video is <https://youtu.be/QTrLmGMGcu4>

Office of Economic Development – Dr. Pete Snell

The College's Economic Development Division's total revenue goal for FY24 is \$362,230.10.

- Total revenue \$392,811.13 (Successful, +8.6%)
- Conference Center Discounts/Waivers \$18,825

The Technical College System of Georgia's total revenue goal for FY24 is \$363,810.

- Total revenue \$392,811.13 (Successful, 8%)
 - Testing remains a budget challenge. D Ray James closed several years ago. Ware State Prison is now administering GED testing internally. FY25 will not include a part-time employee.

- Conference Centers Discounts/Waivers \$18,825

- CT Hours Goal 11,154
 - Total hours 12,062 (Successful, +8.1%)

- CT # Trained Goal 2,372
 - Total Trained 2,855 (Successful +20.4%)

- CT Companies Served Goal 125
 - Companies Served 104 (Unsuccessful, -16.8%)
 - Termination of Continuing Logger Education.

- CE Hours Goal 21,019
 - Total CE Hours 21,734 (Successful, +3.4%)

- CE # Trained Goal 3,250
 - Total trained 3,118 (Unsuccessful, -4.1%)
 - CE enrollment continues to be a challenge.

Please note that the system-wide implementation of Modern Campus (data system) will most likely result with changes in data collection and results. FY25 results will most likely not cleanly align with FY25 goals. FY25 will establish a new baseline. Matt Dollar, TCSG Deputy Commissioner, has indicated plans to convey this message to TCSG Commissioner Greg Dozier and the TCSG Board of Directors.

Office of Information Technology – Derrell Harris

The implementation of the IT equipment for the new building in Camden has been delayed. The CAD computers will be moved from K-1224 to the new classroom as soon as the data drops have been terminated. This includes PCs, APs, switches, cameras (as soon as Ethan Johnson gets them ordered), and connection back to the main Camden building. None of this will work until data cabling is complete. The fiber optic cable that will connect K-2000 to K-1000 has been run but it has not been terminated with connection ends. The IT Division will work on the implementations as soon as cleared to proceed.

Office of Police & Security – Ethan Johnson

The CPTC Police Department hosted the Georgia Trauma Commission (GTC) June 12 on the Waycross Campus. The GTC taught stop the bleed courses along with a train the trainer version of the training. In addition, the GTC also distributed grant awarded stop the bleed kits out to several surrounding agencies. CPTC received 35 of the stop the bleed kits.

The College is in the process of issuing body worn cameras to all CPTC officers to wear and use when on calls for compliance with State Certification rules. Ethan Johnson, CPTC Campus Police Chief, anticipates

everyone having cameras by August 1. Officer Chancy will provide training on how to use the cameras to all officers.

Office of Student Affairs – Carley McDonald

The College had a total of 1,451 students enrolled for Summer Semester. Total enrollment for Summer 2023 was 1,483.

As of July 1, the College is no longer able to hold student's transcripts due to financial holds.

The results of the recent Veterans Affairs audit were received June 13. There was only one discrepancy that was found regarding a Trademark issue on the College's website/catalog. This was due to CPTC being unaware that a change had been made to the Trademark requirements. The error was quickly rectified.

Office of the President – Lonnie Roberts

Lonnie Roberts, CPTC President, shared information concerning the guidelines that TCSG will be using to pull together the FY26 budget.

President Roberts is one of the panelists for the Brunswick Golden Isles Chamber of Commerce's upcoming State of Workforce and Education Luncheon. The event is scheduled for August 9, 12:00 p.m. at Epworth by the Sea on St. Simons Island.

OPEN DISCUSSION

As requested at the last meeting, Board members received a handout showing the results from the CPTC 2024 Community Needs Assessment broken down by County and Industry.

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for August 22, 2024, 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 1:30 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair