



**Local Board of Directors Meeting  
June 20, 2024**

**Board Members Present**

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

**Staff Members Present**

Eva Byrd, Project Manager  
Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology  
Vince Jackson, Vice President of Institutional Effectiveness  
Ethan Johnson, Campus Police Chief  
Natasha King, Executive Assistant to the President  
Lanie Jonas, Vice President for Administrative Services  
Amanda Morris Foreman, Executive VP and VP for Academic Affairs  
Lonnie Roberts, President  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Dewayne Johns  
Ralph Staffins, III  
Summer Stipe

**Staff Members Absent**

Chad Boyett, Executive Director of Facilities  
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 June 20, at 11:59 a.m. in room 1458 on the Waycross Campus. 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 Dialo Cartwright, 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 May 16, 2024, CPTC Local Board of Directors' meeting were unanimously approved.*

**ELECTION OF CHAIR AND VICE CHAIR**

*Upon a motion by Jason Rubenbauer, a second by Artie Jones, Jr., the board unanimously elected Lee Lewis to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2022.*

*Upon a motion by Jason Rubenbauer, a second by Artie Jones Jr., the board unanimously elected Kurt Davis, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2025.*

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

**Office of Special Projects – Eva Byrd**

CPTC is nearing the end of its third cohort for Stingray Leadership Academy. The College had guests speakers from the local campus community join them to share what leadership means from their perspective and about what's going on in that community. Guests included: James Coughlin, Executive Director, Camden County JDA; Ralph Staffins, President/CEO of the Brunswick-Golden Isles Chamber of Commerce and Dr. Glenn Deibert, CEO of the Southern Pines College & Career Academy. The final SLA session is July 12, with graduation scheduled for July 18.

CPTC surveyed local employers on current and future community workforce needs. The assessment covered the College's entire service delivery (13 counties). Board members received a handout showing the results from the 2024 Community Needs Assessment, based on the input from the 13 communities.

**Office of Academic Affairs – Amanda Morris**

As of May 21, the pass rates for the Nurse Aide (CNA) Cohorts are:

- 97.93% - Written
- 96.22% - Skills

The Appling County Elementary School purchased a green house and asked CPTC's Construction Trades program to build shelves to place their plants on. Students in CPTC's Construction Trades class built and installed the shelves. In addition, the students also built and installed a table that would roll around inside the green house.

**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: **801**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **79**
- Total Number of Students Enrolled for both ABE & ESL: **801**
- Total Number of Students Served for both ABE & ESL: **1,064** (1.8% increase from FY23)
- Total Hours of Attendance both ABE & ESL students: **40,550**
- Total Percentage of ABE students who achieved a MSG: 118 = **40.86%**
- Total Percentage of ESLO students who achieved a MSG: 18 = **18.99%**
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **36** (of 39 participants)
- Total CPTC Adult Education HSE Diploma's earned for FY24: **159 = 101.3%** of 157 Target
- Total CPTC Testing Center HSE Diploma's earned for FY24: 201 = **42%** of 480 Target

\*Note: The number of completed I.E.T.'s are reduced when a student who participated in the I.E.T. training earns their HSE diploma during the current fiscal year. Total HSE's earned are not calculated in GALIS until the 15<sup>th</sup> of each month.

The FY24 MSG% negotiated state performance target has been set at 46%. As of June 5, CPTC's FY24 MSG% is 38.22%.

**FY24 TCSG OAE Performance Target for CPTC Adult Education Program**

- ABE Enrollment 1144
- ESL Enrollment 77 (Exceeded)
- Total NRS Enrollment 1211
- MSG% 46.0%
- CPTC AE HSE (GED/HISET) Attainment 159 (Exceeded)
- Testing Center HSE Attainment 480
- HOPE HSE Grant Applicants 118
- I.E.T. Credential Attainment 36 (Exceeded)

**Office of College Advancement – Lauralee Beauregard**

Lauralee Beauregard presented on behalf of Stephanie Roberts.

The CPTC Foundation has received the following donations/grants:

- Exchange Club of Brunswick \$1,000
- National Board of Respiratory Care \$10,000
- Satilla REMC (for SPCCA) \$10,000

The CPTC Foundation will kick off the 2025 internal campaign August 15 during the College's annual employee staff development day.

Impact Logo – Internal Campaign



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

The Economic Development Division is in the process of implementing ATI TEAS testing for the Practical Nursing (LPN) competitive admissions. The plan is to go live in July.

**Office of Institutional Effectiveness – Vince Jackson**

The USDA grant application for FY25 has been approved for \$99,000. The grant proposal for this year involves purchasing an excavator for use in the new Basic Heavy Equipment Operator (BHE1) program in Baxley. The total project cost is \$118,770 and the College will pay the remainder from local funds.

Vince Jackson has completed the development of the SPIRIT app for inputting narratives and supporting documents for CPTC's Fifth-year review and is now working on narratives, gathering documentation, and entering information. Submission of the Fifth-Year Interim report is due September 8, 2024.

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

The CPTC Campus Police Department has received the College's finalized report from the federal Cybersecurity and Infrastructure Security Agency (CISA). The focus of the report was the Waycross Campus. Among the general recommendations were target hardening of the structures against manmade and natural disasters and additional physical security countermeasures.

**Office of Student Affairs – Amanda Morris Foreman**

As of June 5, 1,448 students are registered for Summer Semester. Enrollment for Summer 2023 was 1,483.

The following table shows applications for selection to competitive programs in Allied Health for Fall semester.

Program	App Closing Date	# of Apps submitted as of June 5
Medical Assisting	May 10	26
Practical Nursing	April 30	148
Radiologic Technology	May 10	46
Respiratory Care	May 31	18
ASN (Spring 25)	October 4	22

**Office of the President – Lonnie Roberts**

President Roberts shared information on the Accelerated Career program. Data shared included prerequisites and graduation requirements for the diploma. For academic year 2024, the College had 49 students enrolled in the Accelerated Career program.

The FY25 Budget, approved by Governor Kemp, included a total of \$16,805,000 for the design and construction of a Health Sciences Building on CPTC's Jesup Instructional Site.

**OPEN DISCUSSION**

None

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for July 18, 2024, at 12:00 p.m. on the Camden Instructional Site.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:21 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