



**Local Board of Directors Meeting
March 21, 2024**

Board Members Present

Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Kristina Foreman
Artie Jones, Jr.
Lee Lewis, Chair
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
Vince Jackson, Vice President of Institutional Effectiveness
Ethan Johnson, Campus Police Chief
Lanie Jonas, Vice President for Administrative Services
Amanda Morris Foreman, 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
Jason Rubenbauer

Staff Members Absent

Natasha King, Executive Assistant to the President

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 21, at 12:01 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 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 Summer Stipe, minutes of the February 15, 2024, CPTC Local Board of Directors' meeting were unanimously approved.

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

Office of Economic Development – Dr. Pete Snell

The new forklift trailer has been delivered. The addition of the forklift trailer will give the College the opportunity to provide OSHA Forklift Operator training at remote locations such as the four state prisons that are located within the service delivery area. During FY25, this training will be part of a

monthly (Aug-May) rotation of training at each prison that comprises OSHA 10, ServSafe Food Handler, and OSHA Forklift Operator. It will also be used to deliver remote training for Career Ready, Adult Education, and others.

Office of Academic Affairs – Amanda Morris

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

- CPTC Procedure: Sare Driver Procedure for Commercial Truck Driving Program

The Nurse Aide program had 16 dual enrollment students graduate from Wayne County High School and all 16 have passed the state board licensure test. Bacon County High School had eight dual enrollment students graduate with all eight having passed the skills portion of the state board licensure test. However, only seven of the eight students have passed the written portion of the test.

The Practical Nursing students in the Waycross Campus (Day) and the Jesup Instructional Site cohorts have achieved a 100% pass rate on the NCLEX-PN exams. In addition, the Paramedicine program's 2023 cohort has achieved a 100% pass rate on the National Board Exams.

The Welding program held the 2nd Annual Weld-off competition January 18 on the Jesup Instructional Site. Welding used this opportunity to showcase the newly remodeled Welding Lab. Employers from RYAM, Sierra, Steel and Metal Works, and Lincoln Electric were on-site to interview and advise students on their next step in entering the workforce. The results of the competition were as follows (These winning students will be representing CPTC at the SkillsUSA state competition in Atlanta in March):

- 1st Place Donald Turbeville Waycross Campus
- 2nd Place Braxton Long Waycross Campus
- 3rd Place Elijah Tolbert Waycross Campus

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: **554**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **68**
- Total Number of Students Enrolled for both ABE & ESL: **662**
- Total Hours of Attendance both ABE & ESL students: **28,893.50**
- Total Percentage of ABE students who achieved a MSG: 93 = **36.82%**
- Total Percentage of ESL students who achieved a MSG: 7 = **10.09%**
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **14**
- Total HSE's (GED Diploma or HISET Diploma) earned for FY23: **97**

Office of College Advancement – Stephanie Roberts

The CPTC Foundation has received the following donations:

- Terry Thomas Foundation \$20,000
- Rose Marcus Accounting Scholarship \$5,000
- “Be Like Blue” Scholarship \$500

The CPTC Foundation worked with H2O Creative Group in Brunswick on rebranding now has a new logo.



Office of Institutional Effectiveness – Vince Jackson

The Mechatronics Specialist (AM11), NCCER Plumber’s Assistant (BP11), and Basic Avionics Technician (BAT1) programs have all been submitted to the SACSCOC substantive change portal and are currently in the queue for Board of Trustee Review.

The College’s FY2024 Perkins budget has been amended and approved by TCSG. With this year’s carryover funds of \$53,355.00, the total budget is \$811,861.00. The College will be purchasing a Skidsteer and several head attachments for the Basic Heavy Equipment program in Baxley with the carryover funds and residuals from other budget items.

Office of Police & Security – Ethan Johnson

All pertinent local agencies have been notified of the Clery crime information the College needs for AY 2023. Several agencies have already responded with their statistics.

The CPTC Campus Police Department is currently in the process of migrating all of the College’s fire and security systems away from landlines to cellular dialers.

Office of Student Affairs – Karla Nordone

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

- CPTC Procedure: Student Complaints/Grievances
- CPTC Procedure: Student Tuition and Fees/Refunds/Return to Title IV Policies
- CPTC Procedure: Field Trips

The following CPTC procedure was approved for termination by the Cabinet and College Council:

- CPTC Procedure: Interim Addendum to the Student Code of Conduct

As of March 8, the College has 3,837 students registered for Spring Semester. Enrollment for Spring 2023 was 3,452. Traditional enrollment consists of 1,642 students or 43% while dual enrollment consists

of 2,195 students or 57%. B-term began March 12 and a few more tradition enrollment students will be added.

The \$25 application fee will be waived for any student who completes an admissions application for Summer or Fall semester during the month of March. Applicants will need to use the code MARCH24 to avoid the application fee requirement when submitting an online application.

Office of the President – Lonnie Roberts

Board members received a handout showing the number of students served by each of the technical colleges for the 2023 academic year. In addition, board members also received a handout showing the graduation and placement rates for each technical college for the 2023 academic year.

OPEN DISCUSSION

April 18, 2024, CPTC Local Board Meeting – Proposal to Cancel

Lonnie Roberts requested approval to cancel the April 18, 2024, CPTC Local Board of Directors' meeting.

Following a brief discussion, upon a motion to approve by Dialo Cartwright, a second by Artie Jones, Jr. the CPTC Local Board of Directors unanimously approved canceling the April 18, 2024, CPTC Local Board of Directors' meeting.

UPCOMING EVENTS

The 9th annual Sporting Clays Tournament has been scheduled for May 4, 2024, at the Dorchester Shooting Preserve.

The next CPTC Local Board of Directors' meeting is scheduled for May 16, 2024, at 12:00 p.m. on the Hazlehurst 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