



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

Board Members Present

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

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
Carley McDonald, Vice President for Student Affairs
Lonnie Roberts, President
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Dialo Cartwright
Ralph Staffins, III

Staff Members Absent

Chad Boyett, Executive Director of Facilities
Amanda Morris Foreman, Executive VP and VP for Academic Affairs
Lanie Jonas, Vice President for Administrative Services
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 November 21, 2024, at 12:27 p.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 Kristina Foreman, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., minutes of the August 22, 2024, CPTC Local Board of Directors' meeting were unanimously approved.

PROGRAM TERMINATION REQUEST – Lonnie Roberts

Lonnie Roberts made a recommendation to terminate the following program:

- Advanced Commercial Refrigeration, TCC

Upon a motion to approve by Artie Jones Jr., a second by Summer Stipe, the CPTC Local Board of Directors unanimously approved the termination of the Advanced Commercial Refrigeration, TCC.

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

Office of Adult Education – Katrena Felder

This report provides 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 FY25 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **334**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **67**
- Total Number of Students Enrolled for both ABE & ESL: **401**
- Total Number of Students Served for both ABE & ESL: **Unknown**
- Total Hours of Attendance both ABE & ESL students: **12,965.25**
- Total Percentage of ABE students who achieved an MSG: = **36.12%**
- Total Percentage of ESOL students who achieved an MSG: = **13.43%**
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **4**
- Total HSE's (GED Diploma or HISET Diploma) earned for FY24: **40**

Lakaiya Michelle Mack is CPTC's 2025 Exceptional Adult Georgian in Literacy Education (EAGLE) Program winner. Ms. Mack completed her HSE/GED Diploma in Wayne County under the instructor of Michael Deegan, Adult Education Instructor. She will go on to represent the College at the 2025 State EAGLE competition in Atlanta March 3-5, 2025. The Technical College System of Georgia's Office of Adult Education will be celebrating 31 years of the EAGLE award recipients and accomplishments during the week of the event.

Eric Mathis is CPTC's 2025 Adult Education Teacher of the Year winner. Mr. Mathis has been employed with the College as a full-time adult education instructor for over 2 years. He is particularly adept in Math and provides sound guidance to his adult education students on utilizing and improving math skills aligned with state-approved College and Career Readiness Standards (CCRS). Mr. Mathis will go on to represent the College at the annual EAGLE and Outstanding Teacher of the Year competition in Atlanta March 3-5, 2025.

Office of Administrative Services – Lonnie Roberts

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 College Advancement – Lauralee Beauregard

Thus far, the CPTC Foundation has awarded \$163,180.05 in student/faculty scholarships for 2024. The scholarship application for Spring semester opened October 14 and will close November 25.

The Georgia Department of Natural Resources will once again donate \$25,000 to be used in support of the College's Georgia Commercial Fisherman program. Twenty thousand (\$20,000) will be going to the endowment and \$5,000 will be used for student scholarship purposes.

The CPTC Foundation has also received the following donations:

- Southern Nuclear \$5,000
- Lewis and Raulerson (for Adult Education) \$2,500
- Georgia Power (For Adult Education) \$1,000

- TCSG GA DOT (Civil Engineering Scholarship) \$1,000

Office of Economic Development – Dr. Pete Snell

The Industry Ready training program has been added to the FY25 GDC statewide training agreement. Industry Ready is a 40-hour training program that is standardized for all 22 technical colleges. It is comprised of the following: Introduction to Manufacturing, Forklift Operator, OSHA 10-Hour General Industry, Employability Skills, and some hours for local electives such as ServSafe Food Handler and a couple of soft skills.

Dr. Pete Snell's proposal offers this training every other month, alternating between each of the four facilities for a maximum of 10 students (two programs per month). Other months will continue to alternate between standalone OSHA 10-Hour General Industry and ServSafe Food Handler. Ware State Prison is the only major concern as it is not able to accommodate Forklift Operator training. It's very likely that Ware State Prison's schedule will remain as-is with a monthly rotation of OSHA 10 and ServSafe Food Handler.

Pending approval from GDC, the addition of Industry Ready to the FY25 rotation of training for January – April of 2025 has the potential to significantly increase GDC training revenue and hours - from around \$77,000 last year to around \$118,000 this year.

Office of Information Technology – Derrell Harris

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

- CPTC Procedure: Account Management
- CPTC Procedure: Banner Account Provisioning
- CPTC Procedure: Mobile Computing and Removable Storage Device
- CPTC Procedure: Mobile Device Procedures

The Webex Calling migration to Cisco PSTN was completed November 6. The issue concerning the two phantom phone numbers that neither the IT nor Administrative Services Divisions were aware of has been resolved. The IT Division is currently working on migrating the College's 800 number to Cisco Webex Calling so that it can be ported. Once migration of the 800 number has occurred, the IT Division will notify Administrative Services that PRI is no longer needed.

Office of Institutional Effectiveness – Vince Jackson

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

Office of Police & Security – Ethan Johnson

The College won 3rd place for the Governor's Initiative for traffic safety in the College and University category. CPTC was the only TCSG college to receive this award.

CPTC partnered with Georgia Power to use the Camden Instructional Site for staging and dispatching of bucket trucks. The Baxley Instructional Site was used by Kentucky Power for staging and dispatching of

bucket trucks as well. In addition, the College provided 11 portable toilets to the hospital in Hazlehurst along with Wiregrass and Southeastern Technical Colleges. The Baxley Instructional Site also served as a point of distribution October 10 for the Red Cross to serve over 350 meals.

Office of Student Affairs – Carley McDonald

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

- CPTC Procedure: Posthumous Honorary Awards

As of November 4, 4,144 students have registered for Fall Semester. Total enrollment for Fall 2023 semester was 4,137. Registration has started for the Spring 2025 semester and 877 students have been registered to date. Enrollment for Spring 2024 was 3,804.

Graduation rehearsal is scheduled for Thursday, January 23, 2024, 5:00 p.m., at the Wayne County High School Auditorium. The Graduation ceremony will be held Thursday, January 30 at 7:00 p.m.

Office of the President – Lonnie Roberts

Lonnie Roberts, CPTC President, along with Amanda Morris Foreman and Chad Boyett, participated in interviews of the finalist firms for the College's Hew Health Science building that will be located on the Jesup Instructional Site. Interviews were held November 12 at GSFIC's offices in Atlanta.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for December 12, 2024, at 11:00 a.m. on the Jesup Instructional Site.


The next CPTC graduation ceremony is scheduled for Thursday, January 30, 2024, 7:00 p.m. at the Wayne County High School.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:28 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair