



**Local Board of Directors Meeting
March 27, 2025**

Board Members Present

Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Kristina Foreman
Artie Jones, Jr.
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
Amanda M. Foreman, Executive VP and VP for Academic Affairs
Vince Jackson, Vice President of Institutional Effectiveness
Lanie Jonas, Vice President for Administrative Services
Natasha King, Executive Assistant to the President
Carley McDonald, 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

Lee Lewis, Chair

Staff Members Absent

Bradley Barrett, Campus Police Chief
Derrell Harris, Executive Director of Information Technology

Guests

Jamie Collins, CEO Southern Pines College & Career Academy

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 27, 2025, at 12:04 p.m. in room 1136 on the Baxley Instructional Site. Kurt Davis, CPTC Local Board Vice Chair, called the meeting to order.

APPROVAL OF AGENDA

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

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., minutes of February 20, 2025, CPTC Local Board of Directors' meeting were unanimously approved.

NEW PROGRAM REQUESTS – Amanda Morris Foreman

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

- BT23 Business Technology A.A.S. (will replace BA23)
 - Will offer 4 specialization tracks
- BT12 Business Technology Diploma (will replace BA22)

- AFM1 Assistant Office Manager, TCC
 - This TCC can be awarded to degree students in Office Management specialization.
- SMS1 Social Media Specialist, TCC
 - This TCC can be awarded to degree students in Social Media specialization.
- PM71 Project Management Assistant, TCC
 - This TCC can be awarded to degree students in Project Management specialization.
- HR11 Human Resources Administrative Assistant, TCC
 - This TCC can be awarded to degree students in the Human Resources specialization.
- Computer Help Desk Career Launch, TCC

Currently, the College teaches BA23 Business Technology A.A.S and BA22 Business Technology Diploma. The program will incorporate a teach-out plan for those students currently enrolled in BA23 & BA22.

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the new programs listed above.

CPTC 2026-2031 STRATEGIC PLAN – Vince Jackson

Vince Jackson presented the CPTC 2026-2031 Strategic Plan to the CPTC Local Board of Directors for review and action.

Upon a motion to approve by Kristina Foreman, a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved the CPTC 2026-2031 Strategic Plan.

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

Office of Academic Affairs – Amanda Morris Foreman

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

- CPTC Procedure: Faculty Absence and Class Dismissal

CPTC's math department hosted a Mathematics Tournament March 14 on the Jesup Instructional Site.

The Horticulture Program is hosting a Spring sale on the Waycross Campus March 27 from 8:00 a.m. until 4:00 p.m. Plants for sale include Boston ferns, vegetable plants, succulents, and house plants.

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: 497
- Total Enrolled Students Educational Functioning ESL Levels 1-6: 96
- Total Number of Students Enrolled for both ABE & ESL: 593
- Total Number of Students Served for both ABE & ESL: Data Not Available
- Total Hours of Attendance both ABE & ESL students: 25,637
- Total Percentage of ABE students who achieved an MSG: = 41.85%
- Total Percentage of ESOL students who achieved an MSG: = 18.75%

- Total Number of I.E.T. Workplace Literacy Certificates Achieved: 12
- Total HSE's (GED Diploma or HSET Diploma) earned: 94

As of March 11, 2025, CPTC's FY25 Measurable Skill Gains (MSG) % is 37.86%.

*Note: The number of completed I.E.T.'s are reduced when a student who participates in the I.E.T. training earns an HSE diploma during the current fiscal year.

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 College Advancement – Stephanie Roberts

KIA has donated an electric vehicle to be used by the College's students in the EV program on the Baxley Instructional Site. The press release will go out once the Marketing Department has a picture with students.

The 10th annual Sporting Clays Tournament has been scheduled for April 26, 2025, at the Dorchester Shooting Preserve.

Office of Economic Development – Dr. Pete Snell

FY25 training for the Georgia Department of Corrections (GDC) will finish in April. Plans for FY26 are in progress but will not be finalized until June, with training beginning in August. Per discussion with each of the prisons, Industry Ready has had its challenges and, consequently, the College will go back to a monthly rotation of individual classes for OSHA 10, ServSafe Food Handler, and Forklift Operator.

Goodwill has Opportunity Centers that provide a variety of services to those who are struggling to find meaningful careers and will occasionally partner with local colleges to deliver training. CPTC and Goodwill are discussing the possibility of partnering to deliver a few programs (most likely starting with a Certified Clinical Medical Assistant).

Office of Institutional Effectiveness – Vince Jackson

CPTC is asking for \$309,014 in funding from the USDA Distance Learning and Telemedicine Grant Program to enhance technology infrastructure at the College's most rural site locations: Alma (Bacon County), Baxley (Appling County), and Hazlehurst (Jeff Davis County), with the main campus in Waycross (Ware County) serving as the hub site. These rural communities have populations under 5,000 and represent the most distressed and socially vulnerable areas in CPTC's 13-county service region spanning 7,431 square miles across Southeast Georgia. The grant application was submitted March 6.

Office of Student Affairs – Carley McDonald

As of March 10, the College has 3,996 students registered for Spring semester. This is an increase of 5.02%. Total enrollment for Spring semester 2024 was 3,804. Additional B term and Commercial Truck Driving student registrations will add to the total enrollment for Spring.

The College has an audit with the Georgia Student Finance Commission (GSFC) scheduled for April 8, which will review both Traditional and Dual Enrollment students who received state funding for tuition.

This audit is to ensure compliance with state funding requirements and verifying the eligibility of students who received financial aid.

OPEN DISCUSSION

June 19, 2025, CPTC Local Board Meeting – Proposal to Reschedule

President Roberts requested approval to reschedule the June 19, 2025, CPTC Local Board of Directors' meeting to June 26, 2025.

Following a brief discussion, the CPTC Local Board of Directors unanimously approved moving the June 19, 2025, meeting to June 26, 2025. The time and location of the meeting will remain the same.

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for April 17, 2025, at 12:00 p.m. on the Waycross Campus.

The 10th annual Sporting Clays Tournament has been scheduled for April 26, 2025, at the Dorchester Shooting Preserve.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:23 p.m.



Coastal Pines Technical College
President

Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair