



**Local Board of Directors Meeting  
May 15, 2025**

**Board Members Present**

Kurt Davis, Vice Chair  
Artie Jones, Jr.  
Lee Lewis, Chair  
Jason Rubenbauer  
Summer Stipe

**Staff Members Present**

Bradley Barrett, Campus Police Chief  
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  
Natasha King, Executive Assistant to the President  
Lonnie Roberts, President  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Ted Buford  
Dialo Cartwright  
Kristina Foreman  
Ralph Staffins, III

**Staff Members Absent**

Chad Boyett, Executive Director of Facilities  
Derrell Harris, Executive Director of Information Technology  
Lanie Jonas, Vice President for Administrative Services  
Carley McDonald, Vice President for Student Affairs  
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, May 15, 2025, at 12:10 p.m. in room 1123 on the Hazlehurst Instructional Site. Kurt Davis, CPTC Local Board Vice Chair, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Artie Jones Jr., a second by Jason Rubenbauer, 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 Summer Stipe, minutes of the April 17, 2025, CPTC Local Board of Directors' meeting were unanimously approved.*

**2025-2026 CPTC BOARD OF DIRECTORS' MEETING SCHEDULE – Proposal to Approve**

Lonnie Roberts presented and requested approval of the 2025-2026 Coastal Pines Technical College Board of Directors' meeting schedule.

*Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the 2025-2026 CPTC meeting schedule.*

**NEW PROGRAM REQUESTS – Amanda Morris Foreman**

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

- Fundamentals of Medical Assisting FF61, TCC 91, TCC
- Advanced Medical Assisting AM81, TCC

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

**FY26 PROGRAM SPECIFIC FEE REQUESTS – Amanda Morris Foreman**

TCSG approval is not required for the program specific fee requests listed below.

Coastal Pines Technical College is requesting approval of the following cost recovery fee increases for the Respiratory Care Technology Program (effective Fall 2025 Semester):

- SAE Respiratory Test fee decreases from \$140 to \$120.
  - Charged to the following course: RESP 2170
- Clinical fee (Trajecsyst) increase from \$100 to \$150
  - Charged to course RESP 1130
- Classmates fee increase from \$75 to \$100
  - Charged to the following course: RESP 2090

*Upon a motion to approve by Jason Rubenbauer, a second by Summer Stipe, the CPTC Local Board of Directors unanimously approved the program specific fee requests listed above.*

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

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

The pinning ceremony for the May 2025 ASN graduating cohort was held April 30. In addition to all 23 students receiving their pins, several of those students were recognized for their outstanding achievements during their time in the nursing program.

Plans were finalized with Student Affairs, Admissions and Economic Development to open the application cycle for the Spring 2026 ASN Cohort beginning May 1 and will close October 3. Students will be able to take the HESI A2 admission assessment until the College's contract expires on June 30, after which students will test exclusively through TEAS for admissions. Scores for both testing platforms will be accepted for the Spring 2026 and 2027 application cycles.

The Trident Refit Facility, Kings Bay has lifted the hiring freeze and will resume normal interviews and hiring this month.

**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: **591**
- Total Enrolled Students Educational Functioning ESL Levels 1-6: **111**
- Total Number of Students Enrolled for both ABE & ESL: **702**

- Total Number of Students Served for both ABE & ESL: **Data Not Available**
- Total Hours of Attendance for both ABE & ESL students: **33,333.50**
- Total Percentage of ABE students who achieved an MSG: = **44.67%**
- Total Percentage of ESOL students who achieved an MSG: = **30.63%**
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **11**
- Total HSE's (GED Diploma or HSET Diploma) earned: **130**

CPTC's FY25 Measurable Skill Gains (MSG) % is **42.23%**.

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

#### **Office of Administrative Services – Lonnie Roberts**

Lonnie Roberts presented on behalf of 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 – Lauralee Beauregard**

Lauralee Beauregard presented on behalf of Stephanie Roberts.

The CPTC Foundation received a donation of \$20,000 from the Black Rock Foundation to be used for the Last Mile Fund which helps students in their last semester who show a need.

A total of ten (10) Graduating High Schol Senior scholarships have been awarded.

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

Dr. Pete Snell, in conjunction with the Technical College System of Georgia's (TCSG) Economic Development Division developed an Economic Development Leadership Training (EDLT) a few years ago. The inaugural annual EDLT training was held in 2023 but was cut short due to a hurricane. Matthew Dollar, Deputy Commissioner of Economic Development, has asked the TCSG Economic Development Division to reconvene to continue development of the EDLT and to begin offering sessions again.

The EDLT will focus on TCSG Economic Development operations. It will most likely be a series of around six (6) 1.5-day sessions. Locations for each session will be held at different technical colleges as well as other locations such as Centergy in Atlanta. EDLT will be open to new and potential future VPEDs, along with staff who may also benefit.

#### **Office of Institutional Effectiveness – Vince Jackson**

The FY 2026 Perkins Budget allocations have been released, and Vince Jackson is preparing the budget. CPTC's Perkins Improvement Plans (RIPS) were submitted May 2. In addition, the Perkins PLANAR comments were reviewed and the revised PLANAR has been submitted.

The College has not received any feedback concerning the FY26 USDA Rural Business Development Grant submission or the USDA Distance Learning and Telemedicine Grant submission.

**Office of Police & Security – Bradley Barrett**

The CPTC Police Department provided a Field Training Officer course April 14-18. All 16 law enforcement officers passed with a score of 92 or above. Many of the agencies that participated in the training course have reached out to inquire about collaborating on additional training. The CPTC Police Department plans to offer another Field Training Officer course in the future.

Due to recent change in staff, other to than Chief Barrett, the CPTC Police Department does not have any officers who are certified to instruct yearly mandatory firearms training. Since the Waycross Police Department, Appling County Sheriff's Office, and Brantley County School Police are in need of some of their personnel to attend this specialized training as well, the College plans to host a small class at the Blackburn Training center to certify two of CPTC's officers, along with two from each respective agency.

**Office of Special Projects – Eva Byrd**

Eva Byrd is working to confirm students for the Summer Internship. The College will only have 15 spots in the program. Thus far, 18 students have submitted applications from these counties:

- Ware County – 8
- Pierce County – 3
- Brantley County – 4
- Charlton County - 3

State Employee Recognition Week was May 4-10. With the last day of classes and finals being the same week, it made it challenging for the College to coordinate an event to recognize and thank its employees. In celebration of the week, President Roberts sent an email May 5 to all employees recognizing the week and thanking them for their contributions. In addition, CPTC had fresh-made cookies delivered to each site (enough for each employee to have 2-3 each). Employees seemed to be thankful for the email and the cookies.

**Office of Student Affairs – Lonnie Roberts**

Lonnie Roberts presented on behalf of Carley McDonald.

Registration for Summer semester is now open. Orientation sessions are scheduled for May 13 on the Jesup Instructional Site and May 15 on the Waycross Campus. Thus far, 165 students have registered to attend an in-person new student orientation session.

As of May 5, the College has 1,417 students pre-registered for Summer semester. Total enrollment for Summer semester 2024 was 1,446.

	<b>Current Term (Traditional)</b>
Complete Applications (Not Registered)	343
Incomplete Applications	487
GA Match Applications	166
Total Traditional Applications Submitted	1109

**Office of the President – Lonnie Roberts**

**FY2026 Budget Allocations**

The College's state budget allocations for FY2026 are as follows:

\$14,286,350	Personnel (Faculty & Staff)
\$1,709,945	Operating Funds
\$577,317	MRR
\$498,615	Equipment Refresh
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\$17,072,277	Total Budget

**OPEN DISCUSSION**

None

**UPCOMING EVENTS**

The next CPTC graduation ceremony is scheduled for Thursday, June 12, 2025, 7:00 p.m. at the Wayne County High School.

The next CPTC Local Board of Directors' meeting is scheduled for June 26, 2025, at 12:00 p.m. on the Jesup Instructional Site.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:40 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