Local Board of Directors Meeting
November 20, 2025

Board Members Present	**Staff Members Present**
Ted Buford	Chad Boyett, Executive Director of Facilities
Kurt Davis, Vice Chair	Eva Byrd, Project Manager
Kristina Foreman	Amanda M. Foreman, Executive VP and VP for Academic Affairs
Lee Lewis, Chair	Derrell Harris, Executive Director of Information Technology
Jason Rubenbauer	Vince Jackson, Vice President of Institutional Effectiveness
Ralph Staffins, III	Natasha King, Executive Assistant to the President
Summer Stipe	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	**Staff Members Absent**
Dialo Cartwright	Bradley Barrett, Campus Police Chief
Artie Jones, Jr.	Katrena Felder, Executive Director of Adult Education
	Lanie Jonas, Vice President for Administrative Services

Guests
None

CALL TO ORDER
The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, November 20, 2025, at 12:25 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 Jason Rubenbauer, a second by Ted Buford, the CPTC Local Board of Directors unanimously approved the agenda as edited.

ACTION ITEMS
APPROVAL OF MINUTES
Upon a motion to approve by Jason Rubenbauer, a second by Kristina Foreman, minutes of the September 18, 2025, CPTC Local Board of Directors' meeting were unanimously approved.

FY26 PROGRAM SPECIFIC FEE - ELECTRONIC VOTING RESULTS
The electronic voting to request approval of the cost recovery fee increases (effective Spring 2026 Semester) listed below was conducted October 15, 2025.

Associate of Science, Nursing (ASN) Program (TCSG approval not required)

- ATI Software fee increases from $693 to $787
    - Engage Pharmacology is being added to the ATI Bundle and will be applied to the following courses:
    - Spring 2026: Term 1 - RNSG 2021: Fundamentals of Nursing
    - Summer 2026: Term 2 - RNSG 2023: Medical/Surgical Nursing I
    - Fall 2027: Term 3 - RNSG 2031: Maternal/Pediatric Nursing
    - Spring 2027: Term 4 - RNSG 2033: Medical/Surgical Nursing 3

Nine members submitted votes. The results are as follows:

- Approved – 9
- Opposed – 0
- Members That Did Not Vote – 0

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: Library Services.

The graph below shows the admissions results for the Spring 2026 Allied Health cohorts:

Program	Applications Received	Total Qualified Applicants	Total Selected for Admission into Program
ASN	112	52	40
Practical Nursing	129	64	64
Respiratory Care	22	16	11
Surgical Technology	34	28	28

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

- CPTC Procedure: College-Owned Social Media.

The adult education testing fees for GED/HiSet will be paid for the whole month of November by the CPTC Foundation through the Dollar General Literacy Grant that was received earlier this year. The College may run the promotion frequently to ensure that the funds are used up by the end of the grant year.

The Foundation will raffle off another outdoor firepit designed and built by the College's Welding

Program (Jesup) this year. As a reminder, the firepit raffle is only open to CPTC employees. It will run from Thanksgiving until December 11. The drawing will be held during the College's annual Christmas luncheon.

Office of Economic Development – Dr. Pete Snell
Dr. Pete Snell recently participated in the first TCSG Data Committee meeting (non-credit). Participants included a small selection of representatives from TCSG, Economic Development, WorkSource, and Adult Education. The resulting task item was related to standardization of course prefixes and suffixes along with renewed discussion on the standardization of those courses that may be standardized such as OSHA, Driver's Education, ServSafe, AHA, etc. More simply said, curriculum that is managed by another organization, including industry certifications that require a minimum set of competencies such as PMI PMP, CompTIA A+/N+/S+, etc.

CPTC hosted its annual GA Prescribed Fire Manager training in Brunswick during the month of October. This two-day training session hosted approximately 45 people from more than 15 different organizations.

Office of Information Technology – Derrell Harris
The IT Division is in the process of completing the College's FY26 Risk Assessment, which must be submitted to TCSG. The risk assessment is a document where an organization examines risk of data compromise or other threats to operation and then formulates controls to eliminate or reduce the risk. This includes digital, paper and other media forms. In addition, the risk assessment includes measures that are in place to protect access to data, both digital and physical.

The FY26 Risk Assessment, while submitted by the College's IT Division, is completed and signed off on by all College leadership. Cabinet members are asked to submit information in three sections:

- BIA
- Signing off on the many pages of controls for risk
    - Every division is responsible for involving the proper staff to read through the controls and give all procedures and policies, laws, executive orders, etc. that direct the College's actions regarding this risk control.
- Risk Register
    - Every division is to submit a list of risks that they acknowledge and include measures that will be taken to address the risks. All divisions have risks, and the auditors expect them to be listed. These would be risks that have either been identified in past years but haven't been eliminated or new risks that have been identified. Listing something in the risk register isn't bad. It is expected and good.

Office of Institutional Effectiveness – Vince Jackson
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.

The purchase of the digital radiographic OTS system from General Electric for the Radiologic Technology program with has been completed. The Definium Tempo is a versatile, digital radiographic, overhead tube suspension (OTS) system powered by GE HealthCare's FlashPad™ HD high resolution detectors and Helix™ advanced image processing software.

Office of Special Projects – Eva Byrd
The College's next staff development day will be held in-person Thursday, December 11 on the Jesup Instructional Site. Board members received an invitation to the annual Christmas Luncheon that is scheduled to begin at 12:00 p.m.

Office of Student Affairs – Carley McDonald
The following revised CPTC procedures have been reviewed and approved by the Cabinet and College Council:

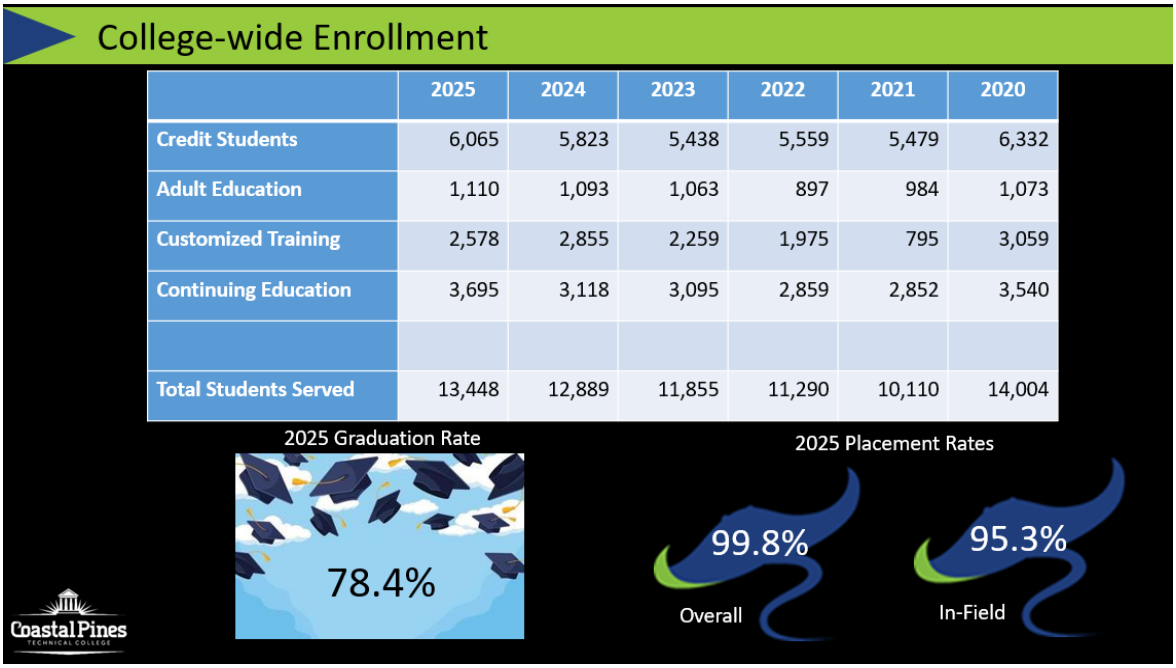
- CPTC Procedure: Admissions,
- CPTC Procedure: Assessment.

As of November 6, 4,262 students have been registered for Fall Semester. The total enrollment for Fall 2024 semester was 4,132. The enrollment increase for Fall Semester is 3.15% with traditional enrollment increasing by 10%.

The UI placement data for AY2024 was updated and a request was submitted to TCSG to reflect the changes. With assistance from Vince Jackson, TCSG approved the request and CPTC's current placement date is now showing:

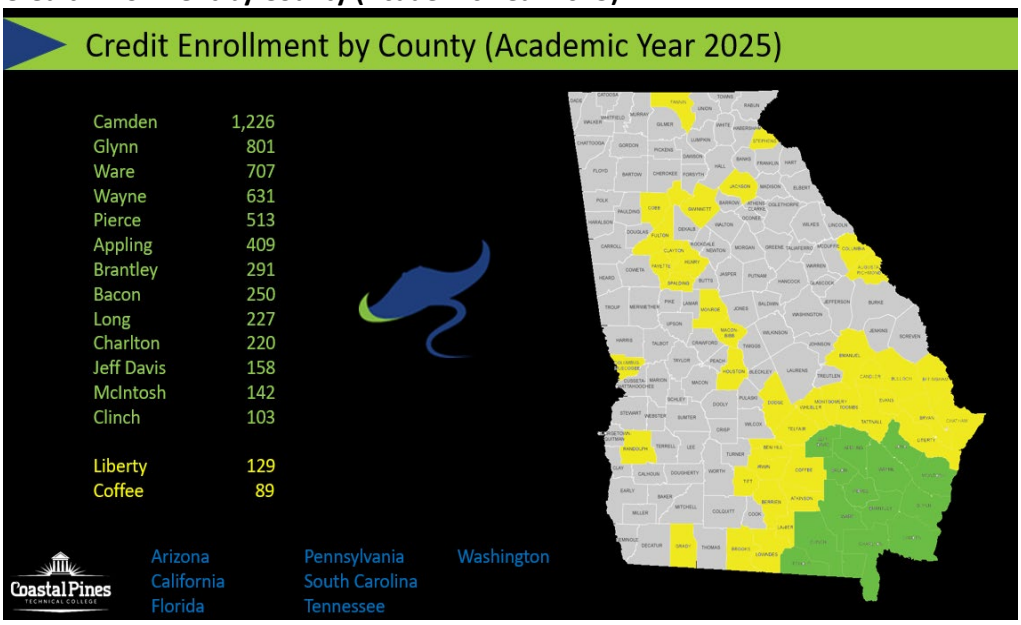
- Total Placement Rate (AY2024) 99.76%
- In-Field Placement Rate (AY2024) 95.30%

Office of the President – Lonnie Roberts
College-Wide Enrollment
CPTC's college-wide enrollment date for academic years 2020 – 2025 is listed in the graph below.



	2025	2024	2023	2022	2021	2020
Credit Students	6,065	5,823	5,438	5,559	5,479	6,332
Adult Education	1,110	1,093	1,063	897	984	1,073
Customized Training	2,578	2,855	2,259	1,975	795	3,059
Continuing Education	3,695	3,118	3,095	2,859	2,852	3,540
Total Students Served	13,448	12,889	11,855	11,290	10,110	14,004

Credit Enrollment by County (Academic Year 2025)



Health Sciences Building – Jesup

The project continues to move along on schedule. Planned construction start date is April 27, 2026, with a material completion date of June 23, 2027. Below are renderings from the architect of what the new Health Sciences building will look like once complete.

OPEN DISCUSSION
None

UPCOMING EVENTS
The next CPTC Local Board of Directors' meeting is scheduled for December 11, 2025, at 11:00 a.m. on the Jesup Instructional Site.

The next CPTC graduation ceremony is scheduled for Thursday, January 29, 2026, 7:00 p.m. at the Wayne County High School.

ADJOURNMENT
There being no further business, the meeting adjourned at 1:57 p.m.

Coastal Pines Technical College
President

Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair