



**Local Board of Directors Meeting
May 21, 2026**

Board Members Present

Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Kristina Foreman
Lee Lewis, Chair
Artie Jones, Jr.
Ralph Staffins, III
Summer Stipe

Staff Members Present

Bradley Barrett, Campus Police Chief
Kimberly Burgess, Vice President for Economic Development
Katrena Felder, Executive Director of Adult Education
Amanda Foreman, Executive VP and VP for Academic Affairs
Vince Jackson, Vice President of Institutional Effectiveness
Lanie Jonas, Vice President for Administrative Services
Natalasha King, Executive Assistant to the President
Lonnie Roberts, President
Stephanie Roberts, Executive Director of College Advancement

Board Members Absent

Jason Rubenbauer

Staff Members Absent

Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
Derrell Harris, Executive Director of Information Technology
Carley McDonald, Vice President for Student Affairs

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, May 21, 2026, at 12:04 p.m. in room 1123 on the Hazlehurst 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 Arite Jones, Jr., the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEM

APPROVAL OF MINUTES

Upon a motion to approve by Artie Jones Jr., a second by Ralph Staffins, III, minutes of the March 19, 2026, CPTC Local Board of Directors' meeting were unanimously approved.

NEW PROGRAM REQUEST – Amanda Morris Foreman

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

- Healthcare Practice Manager, TCC (HPM)
 - The certificate is a total of 15 program hours.

The program advisory committee feels that this TCC will attract many students who want to gain

practice management skills in a short amount of time. Only 2 courses in the program would be new to the program.

Upon a motion to approve by Artie Jones Jr., a second by Ralph Staffins, III, the CPTC Local Board of Directors unanimously approved the new Healthcare Practice Manager, TCC program.

PROGRAM TERMINATION REQUESTS – Amanda Morris Foreman

Amanda Morris Foreman requested approval to terminate the following programs:

- Advanced Commercial Refrigeration
- Basic Electrical Technician
- Manufacturing Maintenance Fundamentals
- Mobile Electronics Technician
- Motorsports Fabrication Technician
- Programmable Control Technician
- Unmanned Aerial Systems Technology
- Cisco Network Specialist
- AWS Cloud Solutions Specialist
- Design Tech Assistant
- CompTia A+ Certification Preparation CA61
- Microsoft Office Application Specialist MF51

These programs have had zero enrollment over the past two years.

Upon a motion to approve by Artie Jones Jr., a second by Summer Stipe, the CPTC Local Board of Directors unanimously approved the program terminations listed above.

FY27 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 program specific fee change effective Fall 2026 Semester:

- Practical Nursing Program
 - Increase the ATI Fee from \$673 per term to \$842 per term
 - This is a cost recovery fee. Ivie Combs, CPTC Practical Nursing Program Director, was able to negotiate this rate down from \$1,000 per term and lock in the price of \$842 in for three years.

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the program specific fee request listed above.

Coastal Pines Technical College is requesting approval of the following cost recovery fees, which will be effective Fall 2026 Semester:

- Cosmetology Program
 - Program Supply Fee – fee of \$45

- Surgical Technology Program
 - AST Dues and Certification will increase from \$247 to \$257.
 - Applied to SURG 2240

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the program specific fee requests listed above.

FY27 PROGRAM SPECIFIC FEE – TERMINATION REQUEST – Amanda Morris Foreman

Coastal Pines Technical College is requesting approval to terminate the following cost recovery program fee, which will be effective Fall 2026 Semester:

- Phlebotomy Program
 - Clinical Lab CLS Exam Simulator Fee - \$45

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the termination of the Phlebotomy Program's \$45 Clinical Lab CLS Exam Simulator Fee.

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

Office of Academic Affairs – Amanda Foreman

The May 2025 graduating cohort has been testing for the NCLEX-RN licensure exam. As of this report, all 23 students have finally tested for the first time with only two first-time failures. This gives the cohort a 91% first time pass rate. This is the best first-time pass rate for the ASN program since the program's inception. Both students who were not successful initially have retested and passed, giving this cohort a first time/repeat combined pass rate of 100%.

The Medical Assisting Program will use their classrooms, via NCCT, as a certification exam testing site and the College's Library Services Department will serve as the proctor.

Medical assistants are not required to be certified in Georgia, so students tend to delay testing or may not test at all if there is trouble with scheduling or have computer issues when trying to test at home. For the last couple of years, CPTC's students have been testing exclusively through NCCT for the NCMA credential. NCCT allows programs to use classrooms as a certification exam testing site, with the College's Library Services Department serving as the proctor. This is something that the College feels would be very beneficial to students for employment purposes, and for the program strength. There is no cost to the College and students would only be required to pay the test fee of \$119, to NCCT.

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

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 FY26 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: 665
- Total Enrolled Students Educational Functioning ESL Levels 1-6: 96

- Total Number of Students Enrolled for both ABE & ESL: 752
- Total Number of Students Served for both ABE & ESL: 1,007
- Total Hours of Attendance for both ABE & ESL students: 34,665.25
- Total Percentage of ABE students who achieved an MSG: = 42.53%
- Total Percentage of ESOL students who achieved an MSG: = 22.92%
- Total HSE's (GED Diploma or HISET Diploma): 105

Note: Forty-five (45) students participated in several I.E.T.s. Thus far, 31 (69%) adult education students have earned I.E.T. credentials.

CPTC's FY26 Measurable Skill Gains (MSG) % is 40.05%

Office of College Advancement – Stephanie Roberts

The CPTC Foundation has issued around \$37,000 thus far in student scholarships for Summer semester.

The annual Sporting Clays Tournament was cancelled due to rain. Many of the donors agreed to let the Foundation keep the entry fees. As such, the Foundation made \$30,817.67 from this.

Taylor Hodges, CPTC Grant Coordinator, submitted the following grant applications:

GRANT	Purpose	Amount
Lowes Gable Grant	Construction Trades Trailer	\$977,629
Kroger Community Grant	Scholarship assistance/emergency food assistance gift cards	\$6,000
CFA True Inspiration grant	Scholarship assistance	\$35,000

Office of Economic Development – Kimberly Burgess

Facility rentals have generated a total of \$18,041 in earned revenue and five (5) business were served.

Total number of facility rentals/events scheduled thus far:

- May 35 events
- June 33 events
- July 22 events

The Economic Development Division has received new chairs for the testing lab on the Jesup Instructional Site.

Testing Services has served a total of 220 testers:

- Waycross 78
- Golden Isles 99
- Camden 43

The Economic Development Division has expanded testing for Golden Isles to include ASE exams.

Office of Institutional Effectiveness – Vince Jackson

The closing documents for the FY2026 Rural Business Development Grant have been submitted. The portable buildings bid has been awarded to Portable Buildings of Waycross, but final documentation to

allow the purchase has not been received from TCSG yet. The FY2027 application opening has not been announced yet.

The Graduates Awards Mining Report is a new STINGRAY tool that systematically identifies students who have earned credentials that haven't been awarded — including embedded TCCs and diplomas completed along the way to a longer degree. It audits every registered student against all the College's programs and surfaces eligible candidates with their GPA, student type, and graduation application status. The result: no student leaves CPTC without receiving every credential their coursework has earned them.

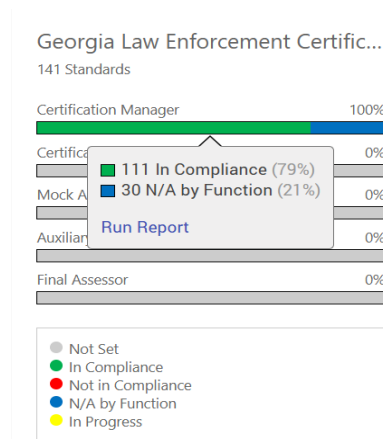
The Community Needs Assessment is underway.

Office of Police & Security – Bradley Barrett

The CPTC Police Department, in collaboration with Savannah Technical College's Peace Officer Academy, graduated 10 certified instructors March 27.

The ATF was on the Waycross Campus April 16 to conduct an audit on the College's 10-33 program rifles. The College passed the previous state level audit with no issues.

The College has completed year one's state certification.



Office of the President – Lonnie Roberts

CPTC's college-wide enrollment for academic year 2020 (credit students) was 6,332. As of May 21, the college-wide enrollment (credit students) for the current academic year is at 6,484.

Total enrollment for the 2025 Summer semester was 1,472. Thus far, enrollment for the 2026 Summer semester is up 6%. This does not include enrollment for B-Term, which is scheduled to begin May 26.

UPCOMING EVENTS

The next CPTC graduation ceremony is scheduled for Thursday, June 11, 2026, 7:00 p.m. at the Wayne County High School.

The next CPTC Local Board of Directors' meeting is scheduled for June 18, 2026, at 12:00 p.m. on the Camden Instructional Site.

OPEN DISCUSSION

None

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