



**Local Board of Directors Meeting  
April 19, 2018**

**Board Members Present**

Paulo Albuquerque  
Ted Buford, Chair  
Grant Gainer  
Lee Gowen  
Lee Lewis  
Gwen Mungin  
Randal Morris  
Joel Varnedoe

**Staff Members Present**

Dr. Glenn Deibert, President  
Teresa Allen, Vice President for Institutional Effectiveness  
Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Karla Eubanks, Vice President for Student Affairs  
Derrell Harris, Executive Director of Information Technology  
Natasha King, Executive Assistant to the President  
Melissa Lamb, Vice President for Administrative Services  
Amanda Morris, Vice President for Academic Affairs  
Kelly Peacock, Executive Director of Adult Education  
Lonnie Roberts, Provost  
Pete Snell, Vice President for Economic Development

**Board Members Absent**

Dr. Greg Jacobs  
Daniel Johnson  
Dr. Keith Johnson  
Joy Burch-Meeks  
Toni Nelson, Vice Chair

**Staff Members Absent**

Melinda Laager, Director of Institutional Advancement

**Guests**

Judge Addie Gibson  
Vince Jackson, Institutional Research  
Director

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, April 19, 2018, at 12:05 p.m. in room 1458 of the Waycross Campus. Ted Buford, CPTC Local Board Chair, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Paulo Albuquerque, a second by Lee Lewis, the CPTC Local Board of Directors unanimously approved the agenda.*

**SWEARING IN OF NEW BOARD MEMBER – Judge Addie Gibson**

Judge Tammy Thornton administered the following Oath of Office to new board member, Joel Varnedoe.

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will truly and faithfully discharge all duties required of me by law as a member of the Board of Directors of Coastal Pines Technical College, to the best of my ability. I do further solemnly swear (or affirm) that I am not the holder of any public money due this State unaccounted for; that I am not employed by the College in any capacity other than as a local board member; that I am not the holder of any office of trust under the government of the United States (except postmaster), nor of either of the several states, nor any foreign state, and I am otherwise qualified to hold said office, according to the Constitution of the United States and of this State. So help me God."

**ACTION ITEMS**

**APPROVAL OF MINUTES**

*Upon a motion to approve by Gwen Mungin, a second by Lee Gowen, minutes of the February 15, 2018, CPTC Local Board of Directors' meeting were unanimously approved.*

**FY19 PERKINS BUDGET – Dr. Teresa Allen**

The Carl D. Perkins Career and Technical Education Act provides a federal allocation to state governments to support secondary and postsecondary institutions who offer career and technical education opportunities. In Georgia, TCSG provides the allocation based on each College's number of individuals who are federal Pell grant recipients.

Perkins allocations are designed to:

- increase the focus on academic achievement of career and technical education students,
- strengthen the connections between secondary and postsecondary education, and
- improve state and local accountability.

Perkins funds may be expended to:

- improve occupational specific programs including the purchase of equipment, learning materials, and instructional aids,
- provide services to enhance students' opportunities of graduating and obtaining employment,
- enhance learning and completion opportunities for students with special needs, and
- provide faculty/staff training to improve instruction and delivery of services to students.

**FY2019 Perkins Proposed Budget**

Salaries/Benefits	\$ 314,388
Instructional Equipment	\$ 110,148
Disability Services/Career Services	\$ 5,000
<b>TOTAL</b>	<b>\$ 429,536</b>

*Upon a motion by Grant Gainer, a second by Lee Gown, the CPTC Local Board of Directors unanimously approved the FY19 Perkins Budget.*

**USDA GRANT PROPOSALS – Dr. Teresa Allen**

Dr. Teresa Allen requested approval to submit two USDA Grants to purchase equipment for the following programs:

- Business Technology Program - Lab Upgrade (Baxley) - \$31,437, and
- Cosmetology Program - Microdermabrasion Machine (Waycross) - \$24,995.

*Upon a motion by Lee Lewis, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the request.*

**PROGRAM TERMINATION REQUESTS – Dr. Teresa Allen**

Dr. Teresa Allen made the recommendation that the following programs be terminated due to low or no current enrollment:

Major Code	Program	Award
CS61	Catering Specialist	TCC
CE71	CDA Preparation	TCC
CLT3	Clinical Laboratory Technician	Degree
HI12	Health Information Management Coding	Diploma
MC41	Medical Coding	TCC
MLS1	Medical Language Specialist	TCC
NT11	Nail Technician	TCC
PC21	Patient Care Assistant	TCC
TS23	Technical Studies	Degree
WQT1	Water Quality Technician	TCC

*Upon a motion by Lee Gowen, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the program termination requests listed above.*

**FY19 PROGRAM SPECIFIC FEE – Melissa Lamb**

Approval of charging a new drug testing fee of \$115 in any programs that require students to drive a commercial truck (Commercial Truck Driving and Electrical Lineworker) was requested.

*Upon a motion to approve by Lee Lewis, a second by Paulo Albuquerque, the CPTC Local Board of Directors unanimously approved the new drug testing fee of \$115 in any programs that require students to drive a commercial truck (Commercial Truck Driving and Electrical Lineworker).*

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

**Office of Academic Affairs – Amanda Morris**

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

- CPTC Procedure: Faculty Workload.

**Office of Administrative Services – Melissa Lamb**

Board members received a handout of the College's budget report showing the actual year-to-date revenue and expenditures for the College.

The following FY19 non-program specific fees will be effective Fall Semester:

- Increase the Registration fee from \$50 to \$55,
- Increase the Parking & Facilities fee from \$15 to \$25, and
- Increase in the Transcript fee from \$5.00 to \$7.50 (Effective July 1, 2018).

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

- CPTC Procedure: Asset Management.

**Office of Adult Education – Kelly Peacock**

Kelly Peacock has completed the Adult Education Division's FY2019 grant proposal for federal and state funding and it will be submitted on April 20, 2018. Adult Education is requesting a total of \$1,301,188.00 to run the program from July 1, 2018 – June 30, 2019.

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

The Strategic Workforce Development Awareness Program has been presented to Wayne, Glynn and Jeff Davis. The program promotes awareness for current and future high-demand workforce. The target audience is those who influence students in middle and high school with regard to career pathways.

**Office of Institutional Advancement – Dr. Glenn Deibert**

Dr. Glenn Deibert presented the institutional advancement report on behalf of Melinda Laager.

Aaron Sones, Marketing Specialist from TCSG, visited Coastal Pines Technical College (CPTC) Monday and Tuesday of last week. Aaron presented at the Marketing Committee meeting and the Cabinet on recommended new marketing strategies for the College. The College is participating in a pilot program with TCSG to increase the awareness of dual enrollment and traditional programs for a growth in enrollment. The majority of the avenues for marketing will be social media and digital marketing. H2o and Cox Media Group will be working with the College to further this pilot program.

The CPTC Foundation received \$15,000.00 for the Glynn County Jail Program in April from the anonymous donor that has funded the program in the past. The first GED student in the program graduated this past week.

**Office of Institutional Effectiveness – Dr. Teresa Allen**

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

- CPTC Procedure: Substantive Change – Revised.

The following CPTC procedures have been reviewed, with no edits recommended and approved by the Cabinet and College Council:

- CPTC Procedure: Accreditation Reporting Standards,
- CPTC Procedure: College Committees,
- CPTC College Council Structure,
- CPTC Perkins Committee Structure, and
- CPTC Complete College Georgia Committee Structure.

**Office of Student Affairs – Karla Eubanks**

As of April 11, 270 students have applied for graduation and 70 have applied to participate in the graduation ceremony. This includes degree, diploma, TCC and GED students. Board members received

and reviewed a spreadsheet listing the Spring semester graduates, which included the graduates' program of study and degree earned.

The CPTC Spring Graduation Ceremony is scheduled for Thursday, May 31, 2018, 7:00 p.m., at the Waycross Middle School Auditorium. Paulo Albuquerque has agreed to be the College's guest speaker. Rehearsal is scheduled for Tuesday, May 29, 2018, 5:00 p.m., for graduates and 4:00 p.m. for all stage participants.

**Office of the President – Dr. Glenn Deibert**

**2018 Legislative Session Update**

March 29, 2018, concluded the 2018 Legislative Session. Both Chambers adjourned Sine Die around midnight. Highlights pertaining to the Technical College System of Georgia and Coastal Pines Technical College are listed below.

**HB 683 (Amended FY18 Budget):** Governor Deal signed the AY18 budget on March 9 during a bill signing ceremony in Cedartown.

**HB 684 (FY19 Budget):** The Conference Committee report was signed by the House and Senate on Tuesday. The Senate approved the bill the same day, and the House passed the measure March 29. While the Senate originally removed the caveats to dual enrollment that were in the House version of the bill, the Conference Committee added the following provisions:

- Implement a 15 hour/semester cap,
- Require ongoing professional development for adjunct faculty who teach dual enrollment to the same degree that is required for full time faculty, and
- Direct the Georgia Student Finance Commission to develop a list of approved dual enrollment courses. This list will prioritize courses leading to a degree or in-demand certificate or diploma, and will be reported to the House and Senate Appropriations Committees to be implemented in FY2020.

**SB 348/SB 407:** This is TCSG agency legislation that will provide our campus police jurisdiction on all TCSG property and allow our colleges to enter into mutual aid agreements with local law enforcement agencies. This language was also added to SB 407 in the House Judiciary Non-Civil Committee.

**SB 377:** Part of Governor Deal's legislative agenda, this bill transfers the Office of Workforce Development from the Department of Economic Development to the Technical College System of Georgia. The House overwhelmingly passed the bill. Governor Deal signed the measure into law on March 21, 2018.

**SB 82:** This bill includes the language from HB 222 from last year. After stripping the original SB 82, the Senate Higher Education committee added language to include Georgia National Guard and reservist to list of military personnel who meet residency requirements for HOPE scholarships and grants. This passed the House on March 15, 2018.

**SB 3:** This is Chairman Tippin's bill that will partner the Department of Education with TCSG to determine a list of industry credentials for high school students. This Bill was resurrected out of a conference committee from last year. This was passed by the House on March 9, 2018, and the Senate on March 14, 2018.

**Graduation Speaker**

Paulo Albuquerque, one of our Glynn County Board of Directors, has agreed to be our May 31 commencement speaker.

**UPCOMING EVENTS**

**May 17, 2018 CPTC Local Board Meeting – Cancellation Proposal**

Dr. Glenn Deibert requested approval to cancel the May 17, 2018, CPTC Local Board of Directors' meeting.


*Upon a motion to approve by Paulo Albuquerque, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved cancelling the May 17 meeting.*

**OPEN DISCUSSION**

Dr. Glenn Deibert reminded the new board members that Adie Shimandle, TCSG Executive Director, will be on the Waycross Campus Tuesday, May 15 to teach the workshops required for board certification.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:31 p.m. The next CPTC Local Board of Directors' meeting is scheduled for June 21, 2018, at 12:00 p.m. on the Waycross Campus.



Coastal Pines Technical College  
President



Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair