

**Coastal Pines Technical College
Board of Directors' Meeting
Minutes
August 20, 2015**

Coastal Pines Board Members

Present:

Ted Buford, Chair
Lee Gowen
Dr. Patrick Ebri
Jack Johnson
Phillip Cook
Grant Gainer
Dr. Greg Jacobs
Daniel Johnson
Randal Morris
Joel Hanner
Gwen Mungin

Absent:

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

Coastal Pines Staff Present:

Dr. Glenn Deibert, President
Denise King, Executive Assistant, Local Board Operations
Natasha King, Executive Assistant to the President
Lonnie Roberts, Provost
Dr. Pete Snell, Vice President for Econ. Development
Dr. Abe Pallas, Dean for Academic Affairs
Monica O'Quinn, Vice President for Administrative Services
Karla Eubanks, Vice Preside for Student Affairs
Dr. Teresa Allen, Vice President for Instl Effectiveness
Margaret Fairley, Project Manager

Guests:

Tommy Peagler, Forestry Technology Instructor

CALL TO ORDER

The Board of Directors of Coastal Pines Technical College met August 20, 2015, 12:05 p.m., at the Waycross Campus, Room 1458. Ted Buford, Board Chair, called the meeting to order and Phillip Cook gave the invocation.

ACTION ITEMS

Approval of Agenda

Upon a motion by Patrick Ebri, a second by Lee Gowen, the Board unanimously approved the agenda for the meeting.

Approval of Minutes

Upon a motion by Grant Gainer, a second by Lee Gowen, the Board unanimously approved the minutes of the June 22, 2015, Coastal Pines Technical College Board of Directors' meeting.

Timber Harvesting Program Presentation

Mr. Tommy Peagler gave the board an overview of the new Timber Harvesting Program currently being piloted at Pierce County High School this fall. He outlined the curriculum, discussed the length of the program and skills that will be obtained during the course of the certificate program. Finally, he stated students will be eligible to receive First Aid/CPR certification as well as the Master Timber Harvester Certification.

Academic Affairs

Business Administrative Technology (BAT) -- The TCSG Instructional Faculty Consortium Committee (IFCC) for Business Administrative Technology voted to change the name of their program to Business Technology. Program curriculum for BA23 Business Administrative Technology A.A.S degree and BA22 Business Administrative Technology diploma programs remains unchanged.

Neuromuscular Therapist Diploma -- A completed New Program Request (NPR) was forwarded to the president for review and further dissemination to TCSG for approval. The NPR has been reviewed with comments by TCSG.

Paramedic -- The Paramedic program was evaluated by CoAEMSP for pending accreditation on July 20th and 21st. The site team interviewed personnel, visited clinical sites, reviewed records, and inspected facilities. The site team will forward their findings to CAAHEP/CoAEMSP for final disposition of our Accreditation status.

Academic Affairs Events

Professional Development Day

Academic Affairs instructors were facilitators during the College-wide August 3rd Professional Development Day. The sessions were:

- Microsoft Office Excel -Pesky Pivot Tables- Chad Swanson
- Microsoft Outlook- Email and Calendar Tips -Summer Gowen and Gina Walker
- Student Engagement Strategies-David Bailey

The Semi- Annual Advisory Committee Dinner and Meeting

The dinner and individual advisory committee meetings were conducted in Jesup on August 3rd. Approximately 260 advisory committee members and faculty attended the event. A 2015 revised Coastal Pines Technical College Advisory Committee Handbook was given to each advisory committee member.

Achieving the Dream

ATD Coaches visited the College on August 3rd and 4th. Dr. John Brockman, ATD Leadership Coach and Dr. Renee Garcia, ATD Data Coach introduced the ATD initiative to the faculty during their presentation on August 3rd. The coaches provided additional information to each College ATD team during individual team meetings on August 4th.

Students

- All seven Golden Isles Medical Assisting students eligible to take their RMA certification exam passed on their first attempt.
- The Surgical Technology program has:
 - 14 of 15 students graduating from the current cohort
 - 14 students will sit for the National Certification Exam on 8/24
 - 3 students are already employed in field
 - 9 students currently enrolled for Fall semester with 18 potential students to fill
 - remaining 11 slots

Academic Affairs Personnel

- Ed Moore retired from the Diesel Technology program on July 31st. VPAA has recommended an applicant to the President for consideration.

- Jennifer Johnson resigned from Culinary Department on July 31st. This position will not be filled and the Hazlehurst Culinary Arts program will close.
- Mandy Wright resigned from the CIS Department on July 31st. The instructor position has been advertised and one applicant has applied
- Mary Ann Hursey will retire from her position as Clinical Lab Technician Lead Instructor. A replacement will not be sought and the program will be suspended.
- Larry Goodman has accepted the position of full-time Welding Instructor at Jesup. He will replace Josh Bridges who will transfer to the Hazlehurst site.

Upcoming Events

The Early Childhood Care & Education's IFCC meeting is scheduled for October 1, 2015 at Central Georgia Technical College.

VPAA July Activities

- TCSG Assessment Taskforce - July 14th
- ATD Webinar - new Data Collection and Reporting - July 15th CPTC Perkins Meeting - July 16th
- COAEMSP Accreditation Exit Meeting - July 21st
- TCSG Commissioner Corbin's Visit to Waycross - July 22nd
- FT Welding Instructor Interviews - July 23rd.
- Led Initial ATD Core Team Meeting - July 27th
- TCSG Assessment Taskforce Meeting - July 31st and August 14th
- Professional Development Day - August 3rd
- Advisory Committee Dinner and Meeting - August 3rd
- MOWR Statewide Meeting - Savannah - August 4th
- TCSG State Board meeting - August 6th

Administrative Services

1. Accounting

- A. The State Accounting Office closed FY2015 on July 17, 2015.
- B. Melissa Lamb and Monica O'Quinn have prepared the FY2015 GAAP Financial Statements, Notes to Financial Statements, and Budget Basis Statements. The Statements and Notes were submitted to TCSG by the deadline of August 11, 2015.
- C. The FY2015 Salary and Travel report and Schedule of Federal Assistance were due to the State Accounting Office on August 17, 2015.
- D. The Transparency in Government Act (TIGA) report is due to the State Accounting Office on October 15, 2015.

2. Human Resources:

- A. The State Accounting Office had planned to assist TCSG and several technical colleges in implementing an online Absence Management System with an implementation date of May 2015. We had been participating in conference calls with TCSG and the State Accounting Office. In January 2015, the State Accounting Office announced that they were cancelling the project.
CPTC currently uses TimeForce, an automated timekeeping system for non-exempt staff, adjunct faculty, and part-time staff. We have worked with TimeForce to implement their online absence management system for all full-

time employees of CPTC. We tested the system during May 2015, with employees in Administrative Services. Maintenance and IT staffs were added on June 1, 2015. Student Affairs staff was added on July 1, 2015. The system became available for all other full-time faculty and staff of CPTC on August 17, 2015. Training and instructions were provided to the CPTC faculty and staff by the CPTC Human Resources staff.

3. Asset Management

- A. Administrative Services began the annual physical inventory of all furniture and equipment located at all locations of the College on April 6, 2015. The physical counts were completed the week of June 8. After all changes have been entered into the systems, final reports will be distributed to the custodians of the furniture and equipment.
- B. Angie Crews, LaRonda Dickens, and Fidaa Saif have been decaling the new furniture and equipment for the new campus/building in Brunswick.

4. Telecommunications

- A. CPTC purchased Voice Over IP equipment. The new campus in Brunswick will be the first location to have this implemented for CPTC.

5. The College Store

- A. The furniture for the Waycross College Store will be delivered September 28.
- B. The Golden Isles College Store is planning to relocate from GICA to our new building when the furniture is delivered.

6. Staff Development and Meetings

- A. Melissa Lamb and Monica O'Quinn attended the VPAS GAAP Workshop on August 3 through August 5 at Callaway Gardens.

Board of Directors' Meeting Minutes

August 20, 2015

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**Coastal Pines Technical College
Statement of Revenue and Expenditures
For the Period Ending June 30, 2015
For the Fiscal Year Ending June 30, 2015
FINAL**

	ANNUAL BUDGET	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET %	BUDGET VARIANCE (OVER)
<u>PROJECT 01932 STATE FUNDS</u>				
Personal Services	\$ 11,516,740	\$ 11,516,740	100.00%	\$ -
Operating	1,632,242	1,632,242	100.00%	\$ -
TOTAL	\$ 13,148,982	\$ 13,148,982	100.00%	\$ -
<u>USDA RBEG GRANT</u>				
Project 25015001	\$ 93,879	\$ 93,879	100.00%	\$ -
<u>CARL PERKINS TITLE II BASIC GRANT</u>				
Project 3234A001	\$ 493,210	\$ 491,737	99.70%	\$ 1,473
Project 3254A001	\$ 55,000	\$ 55,000	100.00%	\$ -
<u>COLLEGE WORK STUDY</u>				
Project 2415A002	\$ 92,496	\$ 23,061	24.93%	\$ 69,435
<u>GUIDED PATHWAYS TO SUCCESS</u>				
Project 4800D001	\$ 4,005	\$ -	0.00%	\$ 4,005
<u>REPAIR AND RENOVATION BOND FUNDS</u>				
Project 51304HP	\$ 211,500	\$ 174,915	82.70%	\$ 36,585
Project 51311A	\$ 516,302	\$ 516,302	100.00%	\$ -
Project 51321	\$ 169,302	\$ -	0.00%	\$ 169,302
<u>OBSOLETE EQUIPMENT BOND FUNDS</u>				
Project 51313A	\$ 226,797	\$ 226,797	100.00%	\$ -
Project 51322	\$ 179,810	\$ -	0.00%	\$ 179,810

Coastal Pines Technical College
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For the Period Ending June 30, 2015
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FINAL

	ANNUAL BUDGET	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET %	BUDGET VARIANCE (OVER)
<u>ADULT LITERACY GRANTS</u>				
Project 01938R State Funds	\$ 824,000	\$ 823,304	99.92%	\$ 696
Project 2634AR Federal Funds	\$ 643,905	\$ 632,401	98.21%	\$ 11,504
Project 2644AR Federal Staff Development	\$ 45,500	\$ 24,720	54.33%	\$ 20,780
Project 2654AR Federal Institutional Funds	\$ 22,095	\$ 21,260	96.22%	\$ 835

<u>LOCAL PROJECTS</u>	CURRENT YR REVENUE	TOTAL EXPENDITURES	CURRENT YR BALANCE	PRIOR YEAR RESERVE	TOTAL BALANCE
TUITION	\$ 4,298,618	\$ 4,276,618	\$ 22,000	\$ 617,317	\$ 639,317
TECHNOLOGY FEE	474,189	150,728	323,461	906,198	1,229,659
MISCELLANEOUS INCOME	1,058,404	1,058,140	264		264
ECONOMIC DEVELOPMENT	206,615	149,046	57,569	255,992	313,561
GED FEES	29,866	29,866			
BOOKSTORE	1,027,683	942,875	84,808	598,959	683,767
TOTAL	\$ 7,095,375	\$ 6,607,273	\$ 488,102	\$ 2,378,466	\$ 2,866,568

**COASTAL PINES TECHNICAL COLLEGE
NOTES TO FINANCIAL REPORT
June 30, 2015**

Project 01932

Project 01932 includes our state allocation for personal services (salaries and fringe benefits) and operating expenses. Operating expenses include such items as maintenance, motor vehicle expenses (gas and repairs), telecommunications, and utilities.

USDA RBEG Grant

Project 25015001 is the United States Department of Agriculture Rural Business Enterprise Grant that the College used to purchase Cisco and Apple Networking Equipment. The College will match approximately 74% of the grant with instructors' salaries and benefits, equipment, and classroom/office space. These funds were available to use through September 22, 2015.

Carl Perkins Grant

This is federal money passed through to our college from TCSG. The 3233A001 Basic Grant currently funds five (5) full-time positions and operating funds for instructional programs.

College Work Study

Project 2415A002 is the College Work Study Project for Fiscal Year 2015. This project pays 100% of the payroll expense for students who work under this program. Students must meet the requirements of this federal program to participate in the program. The USDOE approved for the College to begin this program for this fiscal year in January 2015.

Guided Pathways to Success

This is a grant administered by the Technical College System of Georgia. The funds were to be used for registration fees and travel expenses to attend meetings and workshops to support the Guided Pathways initiative.

Bond Funds

Project 51304HP is High Priority Repair and Renovation Bond Funds for Coastal Pines Technical College in the amount of \$211,500. These bond funds will be used for the Waycross Campus roofing project.

Project 51311A is Repair and Renovation Bond Funds for Coastal Pines Technical College in the amount of \$516,302. These funds were carried over from FY2014. These bond funds are available to use through June 30, 2015.

Project 51321 is Repair and Renovation Bond Funds for Coastal Pines Technical College in the amount of \$169,302. These bond funds are available to use through June 30, 2016.

Project 51313A is Obsolete Equipment Bond Funds for Coastal Pines Technical College in the amount of \$226,797. These funds were carried over from FY2014. These bond funds are available to use through June 30, 2015.

Project 51322 is Obsolete Equipment Bond Funds for Coastal Pines Technical College in the amount of \$179,810. These bond funds are available to use through June 30, 2016.

Adult Literacy Grants

Project 01938R funds the Director, Assistant Director, three support staff, and seven full-time instructors of the Adult Literacy Department for our service delivery area.

Project 2634AR funds four full-time instructors and the expenses of adult literacy programs throughout our Service Delivery Area.

Project 2644AR funds staff development activities for the staff of the Adult Literacy Department.

Project 2654AR funds the expenses of adult literacy programs in institutional locations throughout the Service Delivery Area.

Local Projects

Current Year Revenue for each project reflects revenue for summer, fall and spring semesters and a pro-rata share of summer semester 2015. The amounts for tuition and fees for students receiving financial aid for the current year were obtained from the Banner Accounts Receivable reports. Expenditures reflect those incurred for this fiscal year through June 30, 2015.

Tuition includes tuition charged for degree, diploma, and technical certificate of credit programs.

Instructional and Technology Fee became effective Fall Quarter 2005. It is a non-eligible HOPE fee charged to students each semester. The funds must be used for instructional and technology purchases.

Miscellaneous income includes revenue from registration fees, application fees, graduation fees, facility fees, other miscellaneous student fees, and grant administration fees.

Economic Development includes all fees for business and industry services, continuing education courses, and facility usage.

GED includes the fees charged to those taking the GED test.

Carryover funds represent those funds for specific projects for which the technical colleges are allowed to carry over to the following fiscal year and are available to use in

the following fiscal year. Tuition has a maximum carryover of 15% of current year revenue. Currently there is not a maximum carryover amount for the technology fee, economic development, and bookstore. Local projects, miscellaneous income and GED Test fees, that have excess funds at the end of the fiscal year for which Georgia statute does not allow to be carried over, are part of the surplus calculation at the end of the fiscal year and are returned to the State of Georgia.

Economic Development Report

Economic Development Division

	<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>		<u>Actual</u>
Revenue - Total Due	\$7,496	2%	\$441,191	8%	Total Companies	7
Revenue - Unearned	\$3,270				Total Courses	17
Revenue - Total w/ Unearned	\$10,766	2%	\$441,191	8%	Total Enrollment	71
					Total Training Hours	518

Corporate Training Department

	<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>		<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>
Revenue - Total Due	\$3,550	2%	\$211,116	8%	Companies	7	7%	100	8%
Revenue - Unearned	\$750				Courses	10			
Revenue - Total w/ Unearned	\$4,300	2%	\$211,116	8%	Enrollment	71	7%	1,000	8%
					Training Hours	518	3%	15,000	8%

Continuing Education Department

	<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>		<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>
Revenue - Total Paid	\$581	0%	\$162,115	8%	Enrollment	0	0%	1,000	8%
					Training Hours	0	0%	10,000	8%
					Total Courses Held	7			

Conference Centers

	<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>		<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>
Revenue - Total Due					Events	8	4%	200	8%
Revenue - Unearned	\$3,365	5%	\$67,959	8%	Event Hours	0	0%	1,500	8%
Revenue - Total w/ Unearned	\$1,845		0	8%	Visitors	0	0%	10,000	8%
	\$5,210	8%	\$67,959	8%					

General Announcements (Pete Snell)

- Website updates coming soon!
- CPTC Emergency Alert System going live this month!
- Two brand new vehicles and three simulators provided to Driver's Education by the Governor's Office for Highway Safety
- New portable sound system and data projectors purchased for facility rentals
- Leadership Academy and Safety Academy going live very soon!
- Continuing Education course catalog coming soon!
- Saturation postcards planned for end of the year!
- Quick Start Active Projects

- Clyde Bergemann Power Group (Wayne)
- Gulfstream Aerospace (Glynn)
- King & Prince Seafood (Glynn)
- Quaker City Plating (Glynn)
- Scojet (Glynn)
- Summer Industries (Camden)

Adult Education (Kelly Peacock)

- Preparing for discussions with a few counties to renegotiate or relocate in effort to minimize costs for rent, utilities, maintenance, custodians, security, etc. The adult education budget is not intended to cover these costs and they only diminish the investment and ROI that would otherwise be with our students.
- Pierce has relocated to a new location at Eagle Station in Patterson
- Camden began classes at new Salvation Army site in St. Mary's
- Glynn jail classes to begin in September via a private donation to the Foundation

Continuing Education (Markisha Butler)

- CE catalog coming soon
- Saturation postcards coming soon
- Noncredit student loans coming soon
- Noncredit VA benefits coming soon
- SHRM partnership coming soon
- FREE Driver's Education via Governor's Office Highway Safety

Conference Centers (Sherry Green)

- July Events (753 visitors)
 - CPTC Academic Support GED Classes (12)
 - CPTC Academic Affairs (10)
 - CPTC Board of Director's Meeting (31)
 - CPTC Professional Development (240)
 - CPTC Joint Advisory Meeting/Dinner (300)
 - Walmart (160)
- August Events
 - 8/4 – Wayne County Board of Education
 - 8/8 – Altamaha Wildlife Association
 - 8/13 – Wayne County Chamber of Commerce
 - 8/19 – Wayne County Development Authority
 - 8/22 – Royal Funeral Home
 - 8/29 – Teen Challenge Banquet

Corporate Training (Jason Rubenbauer)

- Employer Meetings
 - Rich Seapack (Glynn) – Leadership
 - Kings Bay Support Services (Camden) – NEC
 - Voith Paper Fabrics (Ware) – MS Excel and Mechanical/Electrical
 - Milliken (Bacon) – Welding Safety
 - Alma Telephone Company (Bacon) – Forklifting
- Training In Progress or Completed
 - None
- Master Timber Harvester Continuing Logger Education scheduled for 11/6 and 11/13

Campus Police, Safety and Security (James Mock)

- Incidents
 - None reported

Institutional Effectiveness

INFORMATION ITEMS

1. On July 20-21, 2015, a program accreditation visit was conducted on the Waycross Campus by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for the Paramedicine program. A summary report should be sent within the next few weeks, outlining the next steps to be taken in the process of acquiring CPTC's Paramedic program accreditation.
2. A college-wide Professional Development day was held on August 3, 2015. Our Achieve the Dream (ATD) coaches were with us for the day and the following morning providing us direction as we undertake the ATD initiative. The Core Committee and the Data Committee have been formed, and work will begin soon on the ATD objectives.

Provost Report

INFORMATION ITEMS

1. Closure of Culinary Arts in Hazlehurst – College Council and Local Board approved the closure. Staff have been working to distribute equipment among other locations and with the Culinary Arts Program at Golden Isles.
2. Closure/Suspension of Clinical Lab Tech in Waycross – Rather than closing the program, we have looked at suspending the program. No new students will be enrolled and those currently enrolled will be taught-out. If the economy/job market changes in the future, and funding is available, we could start this program again.
3. State Board of Education – We continue to work with Mike Long and others in planning this event. We will also tie-in the official grand opening for the new facility at Golden Isles. Date for the grand opening event will be October 19th.
4. Neuromuscular Diploma – This new program has been approved by the College Council and Local Board. It was submitted to TCSG for approval on August 6th.
5. Health Information Management Coding Diploma – This new program has been approved by the College Council and Local Board. The NPR is being prepared for submittal to TCSG.
6. CPTC Signage – Bids for the sign at the Golden Isles Campus were received. Low bid was submitted by Albany Neon Signs, Inc.

Institutional Advancement Board Report

Marketing

Marketing and recruitment advertisements to impact fall semester enrollment will end this week, with the exception of an engineering technology enrollment campaign. Recruitment for the engineering technology program will begin this week and continue until the enrollment deadline.

Over the past two months, a number of promotional pieces have been created and disseminated to appropriate audiences throughout the service area, including a video spot for area theaters and television, second video for television and Facebook; welding ad for Hazlehurst; Move On When Ready ad, flyer, poster; general brochure "appeal piece;" football program ad; and magazine ad.

The annual disclosure ad has run in the legal organ of each county.

In addition to the usual news releases, a public announcement statement about free GED classes and other adult education services was sent to area newspapers.

All of the hall monitors, brackets, and android media players have been delivered, and installation has begun. A priority is the new Golden Isles facility.

Tabletop graphics for recruitment displays are now available for those who attend recruitment events.

A special thank you to Joel Rozier in IA for creating a fun video from photos and video footage taken on professional development day. The video can be viewed on YouTube or from a link in the August 17 newsletter.

Advancement

ATC Foundation & OTC Foundation Merger

The merger planning committee met June 29 and August 10. At both meetings committee members discussed bylaws for the merged foundation. A draft of the recommended bylaws has been submitted to the ATC Foundation Board for review.

During the Institutional Advancement report, Board members asked about the status of the merger of the ATC and OTC Foundations. Cindy updated the Board on the merger status. Board members expressed concern that donors are confused because there is no foundation that bears the name of Coastal Pines Technical College. Board members also explained that some donors are hesitant and unwilling to give to a foundation bearing the name of a college that no longer exists. Upon further discussion, a motion was made by Randal Morris, seconded by Daniel Johnson, and unanimously passed to adopt the following Resolution:

A RESOLUTION

WHEREAS, Coastal Pines Technical College has been in existence for over one year; and

WHEREAS, Coastal Pines Technical College was created as a result of a cooperative and amicable merger of Altamaha Technical College and Okefenokee Technical College; and

WHEREAS, the Altamaha Technical College Foundation, Inc. and the Okefenokee Technical College Foundation, Inc. have not merged as of this date; and

WHEREAS, as a result of this lack of a Foundation merger, it has come to the attention of this Board that there is confusion among current and potential donors to Coastal Pines Technical College; and

WHEREAS, a merger of both Foundations into a Coastal Pines Technical College Foundation would reduce confusion, eliminate a possible loss of donations, and provide a mechanism to clearly promote Coastal Pines Technical College to current and potential donors.

NOW, THEREFORE BE IT RESOLVED that the Coastal Pines Technical College Local Board of Directors hereby unanimously asks and encourages the Trustees of the Altamaha Technical College Foundation, Inc. and the Okefenokee Technical College Foundation, Inc. to complete a merger and form the Coastal Pines Technical College Foundation in an expeditious manner.

BE IT FURTHER RESOLVED that the Chair of this Board shall provide a copy of this Resolution to each Trustee of the Altamaha Technical College Foundation, Inc. and the Okefenokee Technical College Foundation, Inc.

SO RESOLVED this 20th day of August, 2015.

2015 OTC Foundation Toolbox Scholarship Golf Tournament

The OTC Foundation Toolbox Scholarship Golf Tournament will be held **October 16, 2015**, at the Okefenokee Country Club and Golf Course. Proceeds will benefit CPTC students by providing financial assistance for tuition, program tools, and textbooks through the Toolbox Scholarship Fund. The Foundation is currently seeking sponsors, teams, players, prizes, and donations.

AY 2016 CPTC Funding Needs

Dr. Deibert informed CPTC foundations of the College's funding needs in a document titled, "AY 2016 CPTC Funding Needs." The following academic initiatives/projects were included for consideration: Move On When Ready (MOWR), Strategic Industries Workforce Development Grant (SIWDG), Emergency Loan Guarantor Program, Free Application Day, and Faculty Advanced Degree & Certification Grant Expansion Fund. Regarding MOWR and SIWD: "Funding for these initiatives beyond the amount allocated in the CPTC FY 2016 budget is necessary to capitalize on the benefits the programs pose for students."

Delegate Council Meeting

OTC Foundation Chair Larry Paulk and Cindy Tanner attended the annual Technical College Foundation Association Delegate Council Meeting June 16 at Central Georgia Technical College. The day included a Pooled Investment Fund meeting, a session on "Branding Your Foundation," and "Emergency Assistance Programs." Cindy Tanner served as one of the presenters for the Emergency Assistance Programs panel.

Brooksie A. Pike Scholarship

The OTC Foundation awarded a Brooksie A. Pike scholarship to Allie Smith who completed the cosmetology program last week with a 4.0 GPA. Smith will use the money to pay for her board exam. Congratulations to Allie and her instructor, Aleshia Sumpter.

Student Affairs Board Report

Information Items

1. Enrollment

As of August 6, 2015, total enrollment for CPTC is 2281 students with a little more than a week before Fall 2015 begins. Fall 2014 enrollment was 2376.

CPTC is preparing for another big year for High School Initiatives. As of August 5, 2015, CPTC has 787 high school students registered for Fall 2015, which is an increase from Fall 2014.

2. TRF Announcement

Trident Refit Facility's announcement on March 26th for the current Spring 2016 recruitment for apprentices produced 113 applications. The USAjobs application posted on August 5th and will close on August 28th.

3. Graduation Ceremony Scheduled

The next graduation ceremony has been scheduled for Thursday, February 4, 2016, at the Wayne County High School Auditorium at 7 p.m.

4. Applications for Graduation

As of August 5, 2015, 405 students have applied for a degree, diploma or TCC for Summer 201516; 97 students have applied for a degree, diploma or TCC for Fall 201612.

5. Recruitment

The Admissions Department for CPTC sent out 164 information packets to potential students during the month of July. The faculty and staff of CPTC have responded to 69 customer contacts, and the Recruiter/HS Coordinators represented CPTC at 2 recruitment events during the month of July. Student Affairs staff hosted 18 campus visits in July.

The annual Waycross Fest was held on July 17-18. Staff and faculty from CPTC helped in staffing the booth to promote the College and its programs.

6. Dual Credit

CPTC sent staff members to the TCSG Grant Application Workshop on July 8th. The staff were trained on the process of applying for a Career Academy.

A large group from CPTC attended a workshop on July 28th in Savannah and 29th in Tifton to learn more about the new Move on When Ready (MOWR) program passed in to law during the past legislative session.

7. Allied Health selections

Candidates for each of the Allied Health programs have been selected. The Practical Nursing selection had 87 eligible applicants; Medical Assisting selection had 25 eligible applicants; Respiratory Care selection had 19 eligible applicants; Radiology Technician selection had 13 eligible applicants; and Surgical Technology selection had 23 eligible applicants. The Allied Health Faculty are currently working to enroll the eligible applicants.

8. Gainful Employment Files Submission

Six years of Gainful Employment (GE) data files were pulled by TCSG's Data Team from CPTC's banner records. These files were then extracted by Tina Manning, worked for errors, and loaded into NSLDS Data System in order to meet the July 31st reporting deadline.

9. Student Affairs Personnel Update for Golden Isles

Patricia Swafford, Admissions Assistant and Gloria Davis, Financial Aid Technician, both joined the Student Affairs team on Monday, August 3rd.

President's Board Report

Camden County New Campus Planning and Design Funds

The bonds for the \$1.1M in planning and design funds for our Camden County campus were sold June 9, 2015. We are waiting on the TCSG system office to provide us with a schedule for the architect selection process.

Friday, August 7, 2015, a conference call was conducted by TCSG (Sara Honeywill and Julia Ayers) with CPTC and Mr. Bill Gross to discuss the property for the new Camden County campus. Mr. Gross agreed to donate approximately 20-25 acres in the EPIC center complex which is located near the intersection of I-95 and Highway 40. Mr. Gross confirmed the site has roadway access, utilities and everything else the College will need for the new building. The next step in this process is for Mr. Gross to submit a survey of the property to TCSG.

College of Coastal Georgia Kingsland Campus - \$1M Renovation Update

The Re-Bid Construction Document Review was completed May 27, 2015. The major changes include a reduction in new construction square footage. Current new construction square footage is 2,656 in lieu of 3,360 that went out in the original bid documents. The 1,626 square footage of renovations is still included in the project but is being submitted as an alternate in the re-bid process. The revised construction drawings for this project will be posted for bid very soon by GSFIC.

Classroom Building (TCSG-247)

The material completion documentation has been signed and the Golden Isles building has officially been turned over to Coastal Pines Technical College. The College has received approximately \$2,000,000 of the \$2,470,000 in furnishings, fixtures and equipment. This past Friday, Saturday, and Sunday the building was professionally cleaned, and the 67 item punch list has been continually worked on at a fast pace since material completion. We still have the following items to complete:

- Exterior road signage has been designed, bid, and the contract awarded. We anticipate the electronic sign to be completed in late September or early October. Low bid for the Golden Isles signage was \$121,500 and will be purchased with project contingency funds.
- Bookstore and Library shelving is on back order.
- Minimal furniture was either damaged or backordered and will be arriving soon.
- AT&T permanent phone lines need to be installed to complete the Voice over IP (VoIP).
- Purchase and install sod and irrigation in the parking lot islands (project contingency funds).
- Punch list items need to be completed by Elkins Construction.

Waycross CIS/Welding Building Update (TCSG-315)

The bids came back for the new CIS/Welding Technology building. Unfortunately, the bids came in around \$3.7M and our construction budget is only \$2.5M. We immediately had a redesign meeting and removed almost 3,000 square feet from the building and made some changes to simplify the

site work that is required. This will cause a delay in the project completion of approximately three months. Upon completion of the re-bid process and selection of a contractor for the project, a groundbreaking should be scheduled sometime late fall.

Exterior Road Signage

The College has received cost estimates for exterior electronic road signage; therefore, we are making small edits to the **Jesup** campus sign drawings (color of brick, electronic billboard size, etc) and will get that out for bid within the next two or three weeks. The **Baxley** sign will be very similar to the Hazlehurst sign and will be ordered shortly.

Fall Semester Enrollment Update

As of Friday, August 14, CPTC enrollment is currently 2,543. Last year's end-of-semester enrollment was 2,431. Our fall semester dual credit numbers are around 880 students. We should continue to enroll students during the three day drop/add period; however, we will lose a significant number of students during the purge process for non-payment and the no-show process.

Fall Legislative Event (November 12 Luncheon)

The Waycross/Ware County Chamber of Commerce is having their annual Chamber Doughnuts & Dialogue Legislative Forum November 12 from 8:30 a.m. until 10:00 a.m. This is the same day as our Fall Legislative Event. Four State Representatives/Senators have confirmed attendance if we move our legislative event to a luncheon in lieu of a dinner. Therefore, to accommodate their schedules and ensure their presence, we have changed our event to a luncheon and to a start time of 10:30 a.m. versus noon. Lunch will be provided at the conclusion of the meeting.

NEXT MEETING DATE/TIME

The next meeting of the Coastal Pines Technical College Board of Directors is scheduled for Thursday, September 17, 2015, 12:00 p.m. at the Jesup Campus.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 1:48 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
Board Chair or Vice Chair