



**Local Board of Directors Meeting
January 18, 2018**

Board Members Present

Toni Nelson, Vice Chair
Paulo Albuquerque
Grant Gainer
Lee Gowen
Dr. Greg Jacobs
Lee Lewis
Gwen Mungin
Randal Morris

Staff Members Present

Dr. Glenn Deibert, President
Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
Derrell Harris, Executive Director of Information Technology
Natasha King, Executive Assistant to the President
Melinda Laager, Director of Institutional Advancement
Melissa Lamb, Vice President for Administrative Services
Kelly Peacock, Executive Director of Adult Education
Lonnie Roberts, Provost
Pete Snell, Vice President for Economic Development

Board Members Absent

Ted Buford, Chair
Joy Burch-Meeks
Daniel Johnson
Dr. Keith Johnson
Joel Varnedoe

Staff Members Absent

Teresa Allen, Vice President for Institutional Effectiveness
Karla Eubanks, Vice President for Student Affairs
Amanda Morris, Vice President for Academic Affairs

Guests

Honorable Tammy Thornton
Vince Jackson, Institutional Research
Director

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, January 28, 2018, at 12:05 p.m. in rooms 436 and 437 of the Jesup Instructional Site. Toni Nelson, CPTC Local Board Vice Chair, called the meeting to order. Lonnie Roberts gave the invocation.

SWEARING IN OF NEW BOARD MEMBERS – Judge Tammy Thornton

Judge Tammy Thornton administered the following Oath of Office to new boards member, Paulo Albuquerque and Lee Lewis.

“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."

APPROVAL OF AGENDA

Upon a motion to approve by Lee Gowen, a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the agenda.

MARKETING PRESENTATION – h2O

The h2o marketing group located in Brunswick was recently hired by CPTC to develop and present some sample marketing campaign concepts to the College. H2O is familiar with CPTC because they developed the original logos for the new College. Four concepts were presented to the Local Board and the CPTC staff. Board members and staff provided feedback and settled somewhat on the concept of "Learn & Live" and using pictures of workers in their everyday work clothing and environment.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Randal Morris, a second by Gwen Mungin, minutes of the November 16, 2017, CPTC Local Board of Directors' meeting were unanimously approved.

AY2017 ANNUAL REPORT – Melinda Laager

Melinda Laager presented the AY2017 Annual Report to the Local Board of Directors for review and action.

Upon a motion to approve by Paulo Albuquerque, a second by Grant Gainer, the CPTC Local Board of Directors unanimously approved the AY2017 Annual Report as edited.

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

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.

OFFICE OF ADULT EDUCATION – Kelly Peacock

The Adult Education Division is currently serving 816 NRS (students who have attended 12 hours or more) students. The current state enrollment is 1,099 students.

The Clinch County adult education site is temporarily meeting at Clinch Public Library until a new location is secured and approved by state properties commission.

Office of Economic Development – Dr. Pete Snell

Historically, when unemployment has been low and the economy relatively good, employers have had the budgets and demand for customized employee training. Unfortunately, CPTC and other technical college peers are not seeing as much activity as expected. Recruitment will become more challenging as unemployment continues to decline. Part of the solution is usually to teach new skills to incumbent employees.

Office of Institutional Effectiveness – Vince Jackson

Vince Jackson presented the institutional effectiveness report on behalf of Dr. Teresa Allen.

The following CPTC procedures have been revised and approved by the Cabinet and College Council:

- Academic Affairs Division
 - CPTC Procedure: Academic Advisement
 - CPTC Procedure: Faculty Absence and Class Dismissal
 - CPTC Procedure: Safe Driver Procedure for CTD Program
 - CPTC Procedure: Verification of General Education Competencies

- Student Affairs Division
 - CPTC Procedure: Archived Information (New)
 - CPTC Procedure: Articulation and Transfer
 - The procedure was previously named CPTC Procedure: Advanced Standing. In addition to the name change, it has been edited slightly to include the Academic Affairs Division's involvement with the Registrar in evaluating some student transcripts for potential transfer credit.

Office of Institutional Advancement – Melinda Laager

An ADA Compliance team has been working with the Technical College System of Georgia (TCSG) to insure that the College's website is in compliance by January 18, 2018. Much progress has been made, and improvements and modifications will be ongoing.

Coastal Pines Technical College reached 100% participation for the internal campaign. The CPTC Foundation is very appreciative of the College's faculty and staff and the financial support they give each year. The Foundation raised over \$22,500.00 and extra donations are coming in.

Office of Student Affairs – Dr. Glenn Deibert

Dr. Glenn Deibert presented the student affairs report on behalf of Karla Eubanks.

As of January 2, 2018, the Registrar's office has verified 419 graduates, of which 217 will be participating in the upcoming 2017 Commencement Ceremony. The 217 includes degree, diploma, TCC and GED students. Board members received and reviewed a spreadsheet listing the 2017 Summer and Fall semester graduates, which included the graduates' program of study and degree earned.

Office of the President – Dr. Glenn Deibert

The Governor's Budget Report for Fiscal Year 2019 has been released and includes funding in the amount of \$17,795,000 for the Construction of a new Camden County Campus for Coastal Pines Technical College in Kingsland, Georgia.

Coastal Pines Technical College (CPTC) has hired Studio8 Architects to assist the College in formulating a new large capital outlay programming study for the Golden Isles campus in the event the Camden County campus is funded this legislative session. This past Monday, January 8, 2018, the first community input meeting was held at the Golden Isles site. Among those in attendance were the President of the Golden Isles Chamber of Commerce, Director of the Glynn County Development Authority, Director of the McIntosh County Development Authority, Studio8 staff members and some senior staff from CPTC.

The purpose of the meeting was to initiate this process by garnering input from community leaders, Studio 8 Architect staff as well as selected personnel from the College in order to start identifying the programming needs for this new capital outlay project.

As many board members know, this past year Dr. Patrick Ebri left the Southeast Georgia Health System to spend more time with his family. Tuesday, January 9, 2018, he submitted his resignation to Chairman Ted Buford (and the College) as he has now elected to return to work. His new job offer is at Duke University and he is in route to Duke this week.

The Technical College System of Georgia released the official Fall semester enrollment numbers. CPTC was up 10% (third highest increase in the State) and the system was officially up 2.1% with an overall FTE increase of 0.9%.

The State Board of the Technical College System of Georgia (TCSG) selected Coastal Pines Technical College as the 2017 recipient of the Sonny Perdue Award for the TCSG Technical College of the Year. The 2017 Technical College of the Year honor was presented to the College based upon several factors including achieving an 87% graduation rate (highest in the State), increasing enrollment by 22% (highest in the State), improving operational efficiency more than any other technical college in the State, achieving the highest dual enrollment increase in the State and generating a superb licensure pass rate with 95% of graduates passing their licensure exams.

UPCOMING EVENTS

The next CPTC Commencement Ceremony is scheduled for January 26, 2018, 7:00 p.m. at the Wayne County High School. TCSG Commissioner Matt Arthur will be the guest speaker.

OPEN DISCUSSION

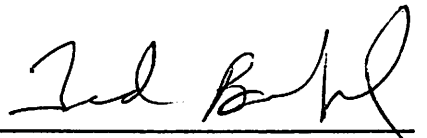
None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:41 p.m. The next CPTC Local Board of Directors' meeting is scheduled for February 15, 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