

**Coastal Pines Technical College
Board of Directors' Meeting
Minutes
January 21, 2016**

Coastal Pines Board Members

Present:

Ted Buford, Chair
Phillip Cook
Dr. Patrick Ebri
Jack Johnson
Grant Gainer
Gwen Mungin
Joy Burch-Meeks
Toni Nelson, Vice Chair

Absent:

Lee Gowen
Dr. Greg Jacobs
Daniel Johnson
Dr. Keith Johnson
Randal Morris
Joel Hanner

Coastal Pines Staff Present:

Dr. Glenn Deibert, President
Denise King, Executive Assistant, Local Board Operations
Lonnie Roberts, Provost
Dr. Al Cunningham, Vice President 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
Cindy Tanner, Vice President for Instl Advancement
Derrell Harris, Executive Director for IT
Chad Boyett, Director of Facilities

CALL TO ORDER

The Board of Directors of Coastal Pines Technical College met January 21, 2016, 12:09 p.m., at the Golden Isles Instructional Site. Ted Buford, Board Chair, called the meeting to order and Phillip Cook gave the invocation.

The Culinary Arts students were then recognized, introduced to the Board and thanked for providing lunch.

COLONEL PATRICIA ROSS

Colonel Patricia Ross presented a TCSG Military Affairs Update for the board. She discussed what has been the focus of the system and how we can enhance the relationship with Kings Bay Naval Base in Camden County. An important concept discussed was the system office's efforts to make a veteran's transition into Georgia's technical colleges as seamless of a process as possible.

ACTION ITEMS

Approval of Agenda

Upon a motion by Toni Nelson, a second by Gwen Mungin, the Board unanimously approved the Agenda of the January 21, 2016, Coastal Pines Technical College Board of Directors' meeting.

Approval of Minutes

Upon a motion by Gwen Mungin, a second by Patrick Ebri, the Board unanimously approved the minutes of the November 12, 2015, Coastal Pines Technical College Board of Directors' meeting.

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Annual Report

Upon a motion by Toni Nelson, a second by Gwen Mungin, the Board unanimously approved the Annual Report of Coastal Pines Technical College.

Board of Director's Membership

The Board membership was tabled until next month in hopes of obtaining additional names for consideration. The committee asked for a bio or resume for each candidate submitted.

Golden Isles Potential Room Naming

It was discussed to name the Economic Development room at the Golden Isles Campus for Georgia Pacific with the plaque to read in support of Coastal Pines Technical College. Phillip Cook made a motion to name the room for Georgia Pacific. Gwen Mungin seconded. All voted and the motion carried unanimously.

April 21, 2016 Meeting

The April 21, 2016 meeting is in direct conflict with the Manufacturing Appreciation Day Luncheon. After looking at the meetings held (5) and the need for 3 more, it was decided to table this until March and then decide whether to cancel the April meeting or move it to another date.

Affidavit of Public Officer

An application for the e-Filing system of the Georgia Government Transparency and Campaign Finance Commission was completed on each board member present and was mailed to have them receive a PIN number that will be used to submit their Affidavit of Public Officer.

USDA CDL Truck Resolution:

Upon a motion by Phillip Cook, a second by Grant Gainer, the Board unanimously approved the USDA CDL Truck Resolution.

APPLICATION WITH USDA RURAL DEVELOPMENT FOR FISCAL YEAR 2016 RURAL BUSINESS DEVELOPMENT GRANT FUNDS
<p>WHEREAS, the Coastal Pines Technical College possesses full legal Authority to make application to USDA Rural Development for Rural Business Development Grant funds; and</p> <p>WHEREAS, the Coastal Pines Technical College has found it useful and necessary to file an application for Rural Business Development Grant money to purchase a CDL Truck for utilization with our established Commercial Truck Driving program; and</p> <p>WHEREAS, any other funds needed for this initiative are on-hand or are expected in the near future;</p> <p>THEREFORE BE IT RESOLVED and it is hereby resolved that the Board of Directors, at a scheduled meeting and with a quorum in attendance, unanimously approve and authorize the filing of said a petition including all understandings and assurances necessarily contained therein; and</p> <p>BE IT FURTHER RESOLVED that the Board directs the President to execute and file said application on behalf of Coastal Pines Technical College and furnish additional information as required by USDA Rural Development and to do all those acts which are needful and necessary to expedite approval of said application.</p> <p>This resolution shall take effect and be in force from and after the _____ day of _____, 2016, being the date of its enactment.</p> <p>The vote was: Yes No Absent</p> <p>COASTAL PINES TECHNICAL COLLEGE</p> <p>_____ TED BLUFORD, BOARD CHAIR</p> <p>ATTEST:</p> <p>_____ OLENN ORBERT, PRESIDENT & EXEC. SEC. TO BOARD</p>

Academic Affairs Instructional Programs

- Ability to Benefit

The Consolidated and Further Continuing Appropriations Act of 2015 helped reopen the door to opportunity in postsecondary education by changing the Higher Education Act of 1965, as amended (HEA), to partially restore what is known as the “ability to benefit (ATB) alternatives”. The new law went into effect on Dec. 16, 2014, and changed the HEA to allow a student who did not receive a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a home-school setting, to be eligible for Title IV financial aid. This can now be done through a combination of ATB alternatives and enrollment in an eligible career pathway program (as determined by the Title IV eligible institutions’ staff).

Ability to Benefit (ATB), allows GED® seeking students who are enrolled in TCSG approved career pathway programs to receive Federal Title IV financial aid (Pell Grant, Direct Loans, & Campus-Based Funds). Students are considered an ATB student until they earn their GED®. Once they earn their GED®, they become a “regular” student and federal Title IV financial aid must be awarded accordingly as required by Title IV regulations for all regular students. TCSG colleges must distinctly determine and publish the ATB eligible career pathway programs and maintain documentation as to the determination of how the distinction was made and the documentation as to how the established program meets all ATB eligible career pathway requirements.

- Accuplacer

Accuplacer Cut Scores were approved by the Presidents’ Council during their January 13th meeting in Macon. A TCSG Task Force was formed to determine appropriate Accuplacer cut scores for TCSG colleges. Math, reading and English instructors from the colleges met in December and January to provide expert advice on each subject area. Instructors presented their recommendations to the task force during a meeting on January 11th. The task force made further adjustments to the recommended cut scores before presenting the final recommendation to the Presidents’ Council. Reading Comprehension, Sentence Skills, WritePlacer, Arithmetic, Elementary Algebra, and College Level Math Accuplacer Cut Scores were approved and disseminated to TCSG colleges. Cut scores for Accuplacer tests will be validated by conducting an “Admitted Class” Evaluation with College Board after the Fall 2016 grades are posted. Adjustments, if needed, will be considered after initial validation.

- Kings Bay Naval Base Technical Education Program Discussions

Dr. Deibert, Lonnie Roberts and Al Cunningham met with Greg White, Education Service Officer, Kings Bay Naval Base on January 5th. Discussions explored opportunities for CPTC to offer technical education programs to service members and their family members assigned to the base. Talks included changes to the Servicemen Opportunity College (SOC) that allow two-year colleges to offer technical programs on military installations. COL Patricia Ross, Director of Military Affairs, TCSG, will travel to Golden Isles campus on January 21st to provide additional information on SOC and CTE programs on military installations. Information will also include the application procedure for technical colleges to enter the SOC network.

- Hennessey Automotive Companies Internship and Employment

Members of Hennessey Automotive Companies hosted a meeting with representatives from TCSG colleges on January 14th at the TCSG Office in Atlanta. Mr. Robert Hennessey, his three sons, 13 service directors, and 2 human resources personnel expressed their goal of hiring TCSG Automotive Technician, Diesel Equipment Technician and Automotive Collision Repair program students and graduates. Qualified candidates for employment would enter Hennessey in one of their training programs (a) Internship with school credit or (b) Post-graduation tech-trainee. The Internship program facilitates hands-on, professional training in a dealership with potential for full-time employment after graduation. The Post-graduation program offers full-time employment and 6-9 months training with a mentor. Dr. Cunningham participated in the meeting and has additional information available.

- Academic Affairs New Hires:
 - Shelly Davis, Automotive Collision & Repair Instructor
 - Ivie Combs, Nurse Aide Instructor
 - Clifford Caldwell, Neuromuscular Massage Therapy Instructor
 - Anthony Bryant, Diesel Equipment Technology Instructor
 - Ronald Howard, Air Conditioning Technician Instructor, FCI
- Academic Affairs Announced Retirements:
 - Sheryl Nipper, Practical Nursing Instructor
 - Robert Brennen, Air Conditioning Technology Instructor
- VPAA Events
 - January 8th, Wayne County Chamber of Commerce Eggs & Issues, Jesup
 - January 11th, TCSG Accuplacer Task Force, Atlanta
 - January 12th, GA Chamber of Commerce Eggs & Issues, Atlanta
 - January 13th, TCSG Presidents Council Meeting, Macon
 - January 14th, TCSG/Hennessey Motor Company Auto Collision Repair Program meeting
 - January 19th, Congressman Buddy Carter Town Hall Meeting, Waycross

Administrative Services

1. Accounting

- A. The Department of Audits will perform an Agreed Upon Procedures of Coastal Pines Technical College for FY2015. We have not yet been contacted to establish a date.
- B. 1098T's, which are issued to students, have been finalized for calendar year 2015.
- C. 1099's, which are issued to specific vendors, have been finalized for calendar year 2015.

2. Human Resources

- A. Seven new full-time employees joined CPTC in December 2015 and January 2016.

- B. W-2's, which are issued to employees, have been finalized for calendar year 2015.
- C. CPTC will host Biometric Screenings in March 2016. Screenings will be held on the Waycross Campus on March 28 and on the Jesup Campus on March 30.

3. Asset Management

- A. Angie Crews, LaRonda Dickens, and Fidaa Saif have been decaling the new furniture, computers, and equipment for the new Golden Isles Campus.
- B. Administrative Services staff have been collecting surplus equipment from various locations of the College. The surplus computer equipment has been finalized. Other surplus furniture and equipment will be processed during February 2016. Lauren Jones, DOAS Surplus Property, will be onsite February 2 and 3 to assist in expediting the process. We appreciate very much the assistance from the maintenance staff during this process.

4. Fleet Management

- A. The Ford Fusion, purchased in FY2015 for the Golden Isles Campus, was received and delivered to the Golden Isles Campus.
- B. Driver Acknowledgement Forms are due by January 29, 2016.

5. The College Store

- A. The Golden Isles, Jesup, and Waycross locations of the College Store hosted a Christmas Open House at each location on November 2 through 5. Each location had a successful season of holiday sales.
- B. Book buybacks were held on the Golden Isles, Jesup and Waycross locations of the College Store in December 2015.

6. Purchasing

- A. The annual E-verify report, which is required by House Bill 87, was completed and submitted to the Department of Audits and Accounts by the deadline of December 31, 2015.

7. Staff Development and Meetings

- A. Members of Administrative Services contributed to Christmas stockings filled with gifts, which were presented to the women of FreeHart Center on December 15, 2015.
- B. Katrina Howard and Cynthia Linder will attend Title IX training in Macon on January 27.

Economic Development Report

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Economic Development Division

	<u>Actual</u>	<u>% of Goal</u>	<u>Goal</u>	<u>% of FY</u>		<u>Actual</u>
Revenue - Total Due	\$65,155	15%	\$441,191	50%	Total Companies	65
Revenue - Unearned	\$5,780				Total Courses	121
Revenue - Total w/ Unearned	\$70,935	16%	\$441,191	50%	Total Enrollment	1,372
					Total Training Hours	4,643

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	\$32,899	16%	\$208,073	50%	Companies	65	65%	100	50%
Revenue - Unearned	\$1,650				Courses	69			
Revenue - Total w/ Unearned	\$34,549	17%	\$208,073	50%	Enrollment	548	55%	1,000	50%
					Training Hours	3,063	31%	10,000	50%

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	\$18,321	11%	\$165,159	50%	Enrollment	824	82%	1,000	50%
					Training Hours	1,580	16%	10,000	50%
					Total Courses Held	52			

Driver's Education

	<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	\$0	0%	\$975	50%	Enrollment	0	#DIV/0!	0	50%
					Training Hours	0	#DIV/0!	0	50%
					Total Courses Held	0			

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	\$13,935	21%	\$67,959	50%	Events	29	15%	200	50%
Revenue - Unearned	\$3,155		0	50%	Event Hours	67	4%	1,500	50%
Revenue - Total w/ Unearned	\$17,090	25%	\$67,959	50%	Visitors	1,450	15%	10,000	50%

General Announcements (Pete Snell)

- Mid-year budget modifications about to take place
 - CE only at \$12,000 in expenses. Budgeted for \$59,000.
 - CT only at \$10,000 in expenses. Budgeted for \$91,000.
 - CC only at \$3,000 in expenses. Budgeted for \$19,000.

- This isn't necessarily good. The more we spend, the more we earn typically. This trend indicates that we are not delivering enough training via CE or CT.
- Division revenue is only at \$65,000. Budgeted for \$441,000. Unfortunately, this doesn't include AHA revenue. Unfortunately, a significant portion of the revenue is from testing and Driver's Ed that has been given to us via GOHS.
- Markisha Butler planned to assume what was essentially her original role as Director Corporate Training and Continuing Education upon Jason's departure
- Decision made to hire a new p/t officer for the Waycross Campus
- Agreement reached with Glynn County School System to provide police at the GI Campus
- Workplace Fundamentals Certificate Discussion in Progress ... potential for tens of thousands of dollars
- 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)
- Unemployment (November, 2015)

Area	Labor Force	Employed	Unemployed	Rate
Appling County	8,990	8,458	532	5.9%
Bacon County	5,074	4,828	246	4.8%
Brantley County	6,819	6,391	428	6.3%
Camden County	22,474	21,398	1,076	4.8%
Candler County	5,127	4,881	246	4.8%
Charlton County	4,828	4,542	286	5.9%
Clinch County	2,812	2,618	194	6.9%
Glynn County	36,423	34,493	1,930	5.3%
Jeff Davis County	6,407	6,051	356	5.6%
Long County	6,542	6,198	344	5.3%
McIntosh County	5,870	5,522	348	5.9%
Ware County	14,900	14,047	853	5.7%
Wayne County	11,332	10,583	749	6.6%
CPTC SDA	140,226	131,744	8482	6.05%
Georgia	4,757,990	4,509,567	248,423	5.2%
United States	157,340,000	149,766,000	7,573,000	4.8%

- Unemployment (October, 2015)

Area	Labor Force	Employed	Unemployed	Rate
Appling County	8,756	8,170	586	6.70%
Bacon County	4,942	4,673	269	5.40%
Brantley County	6,837	6,366	471	6.90%
Camden County	22,509	21,309	1,200	5.30%
Charlton County	4,766	4,462	304	6.40%

Clinch County	2,741	2,534	207	7.60%
Glynn County	36,900	34,769	2,131	5.80%
Jeff Davis County	6,363	5,980	383	6.00%
Long County	6,450	6,084	366	5.70%
McIntosh County	5,857	5,485	372	6.40%
Pierce County	8,031	7,571	460	5.70%
Ware County	14,780	13,854	926	6.30%
Wayne County	11,294	10,487	807	7.10%
CPTC SDA	140,226	131,744	8482	6.05%
Georgia	4,745,724	4,476,063	269,661	5.7%
United States	157,313,000	149,716,000	7,597,000	4.8%

- Unemployment (October, 2014)

Area	Labor Force	Employed	Unemployed	Rate
Appling County	8,521	7,927	594	7.00%
Bacon County	4,957	4,688	269	5.40%
Brantley County	6,727	6,232	495	7.40%
Camden County	22,330	21,137	1,193	5.30%
Charlton County	4,749	4,445	304	6.40%
Clinch County	2,772	2,585	187	6.70%
Glynn County	36,551	34,367	2,184	6.00%
Jeff Davis County	6,428	6,013	415	6.50%
Long County	6,431	6,046	385	6.00%
McIntosh County	5,774	5,398	376	6.50%
Pierce County	7,861	7,379	482	6.10%
Ware County	14,465	13,521	944	6.50%
Wayne County	11,543	10,723	820	7.10%
CPTC SDA	139,109	130,461	8648	6.63%
Georgia	4,726,761	4,454,027	272,734	5.80%
United States	156,607,000	148,980,000	7,628,000	4.90%

Adult Education (Kelly Peacock)

- Pete and Kelly met with Brantley, Clinch, & Long counties in December to discuss rentals and better options for the coming year.
- Our current NRS enrollment (students with 12+ hours) is 1,131. That is an increase of 9.4% as compared to this same time last FY and as compared to the current state decline of -3.6%.

- Our current STATE enrollment (students with any class time) is 1,455. That is an increase of 15.4% as compared to this same time last FY and as compared to the current state decline of -4.9%.

Continuing Education (Markisha Butler)

- Schedule has been modified with focus on Glynn County. The schedule will be sent to Joel to upload to website.
- 6 healthcare classes for spring have been marketed via Waycross Herald: Pharmacy Technician, Dental Assisting, Clinical Medical Assistant, Phlebotomy Technician, EKG Technician, Medical Billing & Coding, and IV Therapy.
- Saturation postcards postponed until further notice
- 75 students have completed the classroom portion of Driver's Education.
- All simulators have been delivered and set up at GI, Jesup, and Waycross. Training will be held on Thursday, January 14 in Statesboro from 1p-4p. Markisha and two of the instructors will be attending.
- We were approved to submit invoices for 42 students to cover classroom (\$250) portion due to parents opting out of the driving portion due lag time for drive time.
- Markisha will submit information for invoices to Adm. Services by 1/15/16 to submit to DE Project Manager.
- Receiving resumes for potential instructors will review within the next week
- SHRM agreement is currently in place. We have 2 classes schedule Human Resources Certificate Program-Brunswick-2/2/16-4/19/16, Tuesdays, 5:30PM-8:30PM and SHRM Certified Professional 2/10/16-4/20/16 Wednesdays, 5:30PM-8:30PM. Course information has been updated on website.
- Sallie Mae non-credit loans-we can't pursue this without approval from credit side. VPSA has completed her research and forwarded it to VPAA for final approval
- VA Benefits-We are awaiting a return response from the VA regarding the submission of the forms, how and what parameters apply to adding continuing education courses to (credit) approved programs list for the VA./ Student Affairs provided this information and we are awaiting follow-up.

Conference Centers (Allison Pinder-Miller)

- Rayonier Advanced Materials—GI Campus 1165 (20 participants)
- Lt. Governor's Reception—GI Campus 1165
- Goodman, McGuffrey, Lindsey & Johnson—Jesup 432 (6 participants)
- Grace Walk Fellowship—Waycross Auditorium (average of 70 participant each Sunday)
- GATX Corporate Managers Meeting—Waycross 6116/6118 (30 participants)
- Legislative event—Waycross 6116/6118
- Rayonier Performance Fibers Qtrly Mgrs Mtg—Waycross 6116/6118 (30 participants)

Corporate Training (Markisha Butler)

- Simmons/Serta Manufacturing—Forklift Train-the-trainer—3 Participants
- Golden Isles Chamber of Commerce—QuickBooks Tips & Tricks—10 participants
- Partnership with UGA Extension—Cancer Cooking School—10 participants
- Camera System for Golden Isles Testing Center will be installed very soon

- Master Timber Harvester Classes averaged 27 participants

Campus Police, Safety and Security (James Mock)

- CPTC police car- No-update
- Taking applications for security on the Golden Isles Campus. Application process started January 07, 2015.
- Active Shooter Drill – Corresponding with the Glynn County Law enforcement to provide active shooter training on the Golden Isles Campus.
- Enunciator System- Still has not been completed due to awaiting the VoIP system.
- One camera has been ordered for the Hazlehurst Site.
- No weapons incidents to report for the month of December, 2015.
- GEMA has requested to tour the Waycross Campus, January 12, 2015 starting at 2:00pm. Lisa Beck from TCSG will also be here and Chief Mock will assist in leading the tour.

Institutional Effectiveness

1. SACSCOC

CPTC is beginning the process of seeking reaffirmation in 2019. The process requires approximately 3-4 years of preparation in order to organize and submit the required documentation necessary for reaffirmation. The IE office will periodically update the Local Board on progress.

2. Risk Based PAR visit

TCSG will conduct a Risk Based Performance Accountability Review (PAR) visit on May 4, 2016. The visiting team will be comprised of Administrative Services and Institutional Effectiveness peers from other colleges. The team will review the federal Perkins grant expenditures for the past three years, including a review of equipment purchased and staff hired with Perkins allocations. CPTC staff are preparing the necessary documentation for the visit and anticipates a successful visit.

3. Program Accreditations - Automotive Technology (Waycross)

Automotive Technology on the Waycross campus recently submitted materials to the National Automotive Technicians Education Foundation (NATEF) to continue program accreditation. A team will visit the program in February 2016.

4. SACSCOC Annual Conference in December 2015

Dr. Deibert, Lonnie Roberts, Dr. Teresa Allen, and Vince Jackson presented at the SACSCOC annual meeting in Houston, TX in December. The workshop topic dealt with Substantive Changes Required by SACSCOC. Positive feedback was provided at the workshop, and through the evaluation comments provided by SACSCOC staff.

Provost Report

INFORMATION ITEMS

1. CPTC Signage – The Georgia Department of Transportation has installed 35 new signs directing people to CPTC campuses/sites in Ware, Appling, Bacon, Glynn, Jeff Davis, and Wayne counties. The new monument sign at Golden Isles is complete and operational. A new monument sign has been installed at the Baxley Campus. Work on a new monument sign at Hazlehurst should start soon. Bids for a new Jesup sign were scheduled to be opened on October 28. No bids were submitted. The architect has updated the bid package and a new bid request was scheduled to be submitted the week of January 11-15.
2. On January 13, Amanda Morris and I met with Appling County School Superintendent Dr. Scarlett Copeland. We discussed several topics/issues concerning Move On When Ready students and programs. Appling County is interested in several programs being offered at the high school next Fall.
3. Update on active projects:
 - a. AS Degree/CCG Articulation: Articulation agreement has been signed by CPTC and CCG, and submitted to TCSG. TCSG will review and forward to the University System of GA (USG) for action. After approval by USG, it will be submitted to the State Board for approval. A NPR for the Criminal Justice Associate Degree has been prepared and submitted. After the articulation agreement has been approved by USG and TCSG, IE will submit a letter of notification to SACSOC in which we make the case this is not a significant departure from currently approved programs, and therefore not a substantive change.
 - b. Health Information Management Coding Diploma – The TCSG State Board has approved the program. A prospectus was submitted to SACSCOC on September 23, and we are waiting on a response. Faculty will need to be hired.
 - c. Neuromuscular Diploma – The TCSG State Board has approved the program. A prospectus was submitted to SACSCOC on October 13, and we are waiting on a response. Faculty has been hired.

Institutional Advancement Board Report

Marketing & Public Relations

In addition to the usual advertisements and promotional strategies to impact spring semester enrollment, the IA department scheduled numerous high profile TV ads in the Brunswick area to increase awareness and drive new students to the new facility.

Light Pole Banners

CPTC light pole banners are now displayed in the parking lots of the Golden Isles, Jesup, and Waycross sites. In late November eighteen banners were hung on poles in the Jesup parking lots, closing out the project.

Butch and Bob Radio Show

Carle McDonald, a CPTC high school coordinator and general recruiter, was featured on the December 2015 Butch and Bob Radio Show, which airs in Jesup and surrounding communities. McDonald presented registration information and encouraged listeners to make higher education their New Year's resolution.

PR Peer Group Meeting

Cindy Tanner, Melinda Laager and Joel Rozier attended a communications peer group meeting January 12, 2016, in Macon. Topics included "Go Back. Move Ahead," "Adult Education Marketing," "Marketing for Enrollment," and various college updates. Allison Tyrer, executive director, TCSG Office of Communications, and the communications staff gave updates on TCSG projects.

Adult Education

IA is currently working with Kelly Peacock to update adult education flyers and newspaper announcements. Plans are underway to expand marketing the program: a radio spot is being created and will begin running next month, website and Facebook ads will be created and published, and a new video series that features GED completers and adult education students is being considered.

CPTC Videos

An inspirational video about one of our welding students, Smitty Bowie, was completed and posted to YouTube and Facebook. To date, the video has reached over 23,000 people via Facebook. The purpose of the video and others in the series is to inspire individuals to enroll in college despite any fears or real or perceived obstacles. In addition, this particular video (1) promotes the welding program and (2) demonstrates a caring faculty and supportive student population.

Mascot

CPTC has hired a mascot, specifically a student who wears the stingray costume. To add to the fun of the mascot mania, we are not revealing the name. The new hire has "hit the road running." "Ray Ray" has attended several festivals, area fairs, a professional development event, the November legislative event, and numerous recruitment activities. We have received great reports, and the mascot has gained in popularity. Children watching the Waycross Christmas parade called out, "Ray Ray" as he walked by.

Digital Signage – Golden Isles Campus

Joel Rozier, Melinda Laager, and Cindy Tanner attended a training workshop December 17 on the Golden Isles campus to learn how to post messages to the new digital sign. Earlier this month, Joel created a promotional video for the sign.

Advancement

2015 Toolbox Scholarship Golf Tournament Report

Two pledges totaling \$1,000 each to the 2015 Toolbox Scholarship Golf Tournament remain outstanding. To date, the total revenue is over \$20,000 and total expenses are under \$5,000.

Thank you to everyone who made the fundraiser a success. Proceeds will benefit CPTC students in 2016 by providing financial assistance for tuition, program tools, and textbooks through the Toolbox Scholarship Fund.

1% Club Appreciation Event

Members of the faculty and staff 1% Club (those that gave 1% of their salary in 2015 to support CPTC students, programs, and initiatives) were recognized and thanked with a special luncheon. Melinda Laager coordinated the event, which included comic relief and a short program demonstrating how donations assist students with college expenses and enable many to enter, stay, and complete one or more credentials. Following the meal and program, many members toured the new Golden Isles facility.

Terrill Thomas Foundation

The ATC Foundation submitted a \$5,000 grant request to the Terrill Thomas Foundation to fund a "Free Application Day" in the spring and fall at the Golden Isles campus. The Terrill Thomas Foundation funds projects in Glynn County.

Benefactor and Volunteer of the Year

Congratulations to the 2015 CPTC Benefactor of the Year, Mr. Charles Eames, and the 2015 OTC Foundation Volunteer of the Year, Mr. Bill Higginson. Both men were recognized at a joint foundation meeting held November 12, 2015, at the Economic Development Training Center on the Waycross campus, and both were presented a gift.

Foundation Merger

The ATC and OTC Foundation trustees met November 12, 2015, at the Economic Development Training Center on the Waycross campus. The trustees voted to merge the two foundations by taking the following steps: (1) The Okefenokee Technical College Foundation will change its name to Coastal Pines Technical College Foundation, (2) the Altamaha Technical College Foundation will merge with the newly named foundation.

To eliminate confusion and expedite improved services, trustees agreed to (3) open a "merged" foundation checking account at PrimeSouth Bank that has a signatory card with co-signers from both CPTC foundations, (4) deposit the \$10,000 Georgia Pacific donation in the new account, and (5) deposit \$50,000 from the general (unrestricted) fund of their respective organizations.

1. Foundation Name Change

The Okefenokee Technical College Foundation is now Coastal Pines Technical College Foundation. On December 14, 2015, the OTC Foundation received notice from the Office of the Secretary of State that the articles/certificate of amendment submitted in mid-November were received and filed November 18, 2015. The amendment serves to change the name of the organization to Coastal Pines Technical College. The letter from Secretary of State Brian P. Kemp makes the name change official with the State of Georgia, effective November 18, 2015, the date the paperwork was filed at the State office. Attorney (and trustee) Sam Edgar filed the articles/certificate of amendment on behalf of the OTC Foundation.

2. Foundation Merger

Melinda Laager is working with Attorney (and trustee) Michael Conner to develop a Plan of Merger from the CPTC Bylaws approved by trustees November 12, 2015. Both CPTC foundations are working on year-end reports and procedures. Cindy Tanner is researching financial software and working with Blackbaud representatives to determine the best course for the merged foundation regarding Raiser's Edge. Trustees plan to submit a Statement of Merger as soon as possible, hopefully in February.

3. Merged CPTC Foundation Account at PrimeSouth Bank

The CPTC Foundation checking account was opened December 30, 2015. The account was established with co-signers from both CPTC foundations.

4. Georgia Pacific Donation

The \$10,000 check from Georgia Pacific was deposited into the new CPTC checking account at PrimeSouth Bank.

5. \$100,000 "Seed" Money

During the week of January 10, 2015, \$100,000 was deposited into the merged checking account at PrimeSouth Bank - \$50,000 from the ATC Foundation and \$50,000 from the OTC Foundation. The money will be used according to the mission and approved expenditures of the merged foundation.

CPTC Foundation Checking Account at SunTrust Bank

The name on the SunTrust Bank checking account has been changed from OTC Foundation to CPTC Foundation.

Name Change - IRS

A letter making application for the name change (OTC Foundation to CPTC Foundation), along with the appropriate documentation, was mailed to the IRS December 30, 2015. To date, we have not received notification of receipt or any other type of response.

Internal Campaign

The internal campaign ended December 10 with 100% participation. Campaign pledges and donations are being verified to determine the total amount raised and 1% Club participation. Cindy Tanner will present the final campaign report at the next meeting. All campaign donations will be deposited into a fund managed by the merged Coastal Pines Technical College Foundation.

End-of-Year Donations - \$1,000 or More

\$10,000 – Georgia-Pacific

\$10,000 – Mayo of Waycross Hospital Auxiliary Foundation

\$10,000 – Satilla REMC Foundation (\$5,000 to each CPTC foundation)

\$9,447 – MOAA, Okefenokee Chapter

\$3,000 – Charles Eames

\$2,500 – Monroe Foundation

\$2,500 – Lewis & Raulerson, Inc.

\$2,000 – Glenn & Deanna Deibert

\$1,000 – Dr. & Mrs. A.W. Strickland

\$1,000 – Dr. & Mrs. John Pike

Rayonier Advanced Materials Grant

The ATC Foundation submitted a grant in December to the Rayonier (RAM) Foundation requesting \$10,000 for additional classroom technology to be on loan from the library. The grant announcements will be made in May.

United Way of Coastal Georgia Grant

The ATC Foundation submitted a grant in November to the United Way of Coastal Georgia requesting \$10,000 for Adult Education materials. Site visits by the United Way visiting committee will begin in late January or early February.

Glynn County Adult Education & GED® Jail Program

The Glynn County Adult Education and GED® jail program has been well received by jail administrators and participants in the 3 months it has been in operation. The jail administration is encouraging inmates to participate. As a result, the female class has more than doubled in size - from 6 students initially to 19, with a total of 229.5 attendance hours. The male class has maintained the 4 students who enrolled in October with a total of 195 attendance hours. The program was funded by a private donor.

Book Sale

English Instructor Heather Murray coordinated a book sale on the Jesup campus. Approximately \$30 was raised and given to the foundation. Responses were positive and another one will be held in the near future to build the event and participation.

Student Affairs Board Report

Information Items

1. Enrollment

As of January 15, 2016, current enrollment for spring 2016 indicates an enrollment of 2274 after the purge for non-payment of outstanding charges; 730 of the registered students are MOWR students.

2. Commencement Ceremony—February 4, 2016

CPTC Commencement Ceremony will be held Thursday, February 4, 2016 at the Wayne County High School Auditorium at 7 p.m. Faculty and guests will need to arrive no later than 6:30 p.m.

Rehearsal is scheduled for Thursday, January 28, 2016, at the WCHS Auditorium. Rehearsal will begin at 4 p.m. for faculty/staff who are directly involved with the ceremony (those seated on stage), and 5 p.m. for graduates. Because of the number of participants for this ceremony, 4 seating passes will be given to each graduate for their family and friends to be admitted inside the auditorium between 6:15 p.m. and 6:45 p.m. The general public will be allowed to enter the auditorium at 6:45 p.m. to fill the remaining seats.

3. Recruitment

The Admissions Department for CPTC sent out 101 information packets to potential students during the month of December. The faculty and staff of CPTC have responded to 54 customer contacts and hosted 5 campus visits.

4. Move On When Ready

Coastal Pines Technical College started its first all 9th grade course at Brantley County High School this spring. The class began on January 6th with 23 students enrolled. Students will be learning about different careers and how to be successful in college. These courses are part of a pilot that the College hopes to be able to expand in the fall of 2016.

Spring planning meetings with area high schools to plan the 2016-2017 course offerings started on January 11th and will continue through the month of February. The MOWR team will meet with 16 different schools during that time.

5. GOAL Finalists for CPTC

Four GOAL finalists have been chosen by a panel of "in-house" judges for CPTC.

Brandy Clark, Baxley Site – Practical Nursing

Caleb Davis, Hazlehurst Site – Welding and Joining Technology

Kaylyn Knox, Waycross Campus – Business Technology

Taylor Mertz, Waycross Campus – Radiologic Technology

These finalists will compete again Tuesday, January 19th, before a panel of external judges

chosen from the CPTC service area. The winner of the external judging will advance to compete statewide in Atlanta.

President's Board Report

Golden Isles Campus Potential Room Naming

State Board Policy I. C. 3. **Naming of Buildings** states,

"The naming of buildings, facilities, grounds, and organizational units of technical colleges for individuals, businesses, or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Technical College System of Georgia are vested in the State Board."

The policy goes on to state,

"An individual room within a building on a Technical College campus or off-campus facility may be named by the Local Board of Directors of the technical college as long as such name is in accordance with state law."

With their recent contribution of \$10,000 to the Coastal Pines Technical College Foundation, and since 2010, Georgia Pacific has donated a combined \$152,850.00 to the Altamaha Technical College Foundation and the Coastal Pines Technical College Foundation. Therefore, contingent upon the Local Board's feedback and approval, Coastal Pines Technical College (CPTC) would like to propose naming the Economic Development room at the Golden Isles campus after Georgia Pacific.

The 2016 Georgia General Assembly

Monday, January 11, 2016, marked the first day of the 2016 legislative session. The Georgia General Assembly meets from January until late March to consider matters of importance to the citizens of Georgia and to propose laws on a variety of topics from education to transportation. The most important function of the General Assembly is to pass the state's annual operating budget.

The initial budget released by Governor Deal last week indicates the Technical College System of Georgia will have a level budget. However, the initial capital outlay proposal indicated a significant increase in the FY2017 budget (\$118M). This includes:

\$15M MR&R Funds

\$12M World Class Labs Funds

\$9.4M Replacement of Obsolete Equipment Funds

\$81.6M New Construction (including \$48.2M for the new Hall County Campus)

The budget also calls for a 3% merit based increase for some State Employees. Specific details will not be available until closer to the end of the session.

TCSG-315 Update - \$3.5M for new Welding/CIS Building for Waycross Campus

On December 17, 2015, an acknowledgement to apparent successful low bidder went out to Harper & Company Builders, Inc. in Douglas, Georgia. The deadline for the return of a signed contract was 10 days or December 27, 2015.

TCSG-265 Update - \$1.1M Planning and Design Funds for new Camden Campus

Although we are still in the process of finalizing the acquisition of the property in Camden County for our new campus, the College was allowed to "move forward" with the design of the campus so the

process would be underway prior to the 2016 legislative session.

The Request for Qualifications for a design professional was posted to the Georgia Procurement Registry. For your convenience, I have provided a direct link to the web site that contains the RFQ. http://ssl.doas.state.ga.us/PRSapp/PublicBidNotice?bid_op=1640900TCSG-265-DP

The Georgia Student Finance Investment Commission established the following dates for the selection of the design professional:

January 21, 2016	Initial review of RFQs, make short list selections
January 27, 2016	Hold design professional site visit
February 16, 2016	Interview design professionals in ATL, make final selection

J-233 Update - Camden County \$1M Renovation Project

After a long arduous process, we have formulated an acceptable plan to move forward with the \$1M renovation of the College of Coastal Georgia's Camden County campus. In summary, the low bidder (Blue Ocean) came in with a bid of \$718,750. However, a few weeks later (after our pre-construction meeting) they submitted a letter of intent to withdraw from the project and officially withdrew their bid on November 10. The second lowest bidder, Quillian Powell Construction Company, had submitted a bid of \$1,119,000 which was much higher than the low bidder. The construction portion of the project budget is only \$733,000 plus contingency.

The second lowest bidder, Quillian Powell Construction Company, was over budget \$386,000. However, the Board of Regents has agreed to transfer \$81,000 from another BOR project reducing the difference to \$305,000. Another significant piece of making this work is the contractor has voluntarily agreed to reduce their bid. Finally, we are using a significant portion of the project contingency and we will use a small portion of the equipment and furnishings (FFE) money to complete the final difference. Thus, the College will fund the equipment shortfall from our local tuition budget when the project is completed.

Our next steps that are already underway include: (1) the Board of Regents transfer of funds they are contributing to this project and (2) the Georgia Student Finance Investment Commission (GSFIC) submit a Notice to Proceed to the contractor after the funds are in place. Then the construction completion date will be 240 days (8 months) from that date of the Notice to Proceed. This past Thursday (January 14, 2016) a pre-construction meeting was held on site.

TCSG-247 Update - Classroom Building on new Golden Isles Campus

The remaining 10 items identified by the architect on this project will now be addressed through the warranty process. Elkins Constructors has indicated their desire not to address these remaining items.

NEXT MEETING DATE/TIME

The next meeting of the Coastal Pines Technical College Board of Directors is scheduled for Thursday, February 18, 12:00 p.m. at the Jesup Campus.

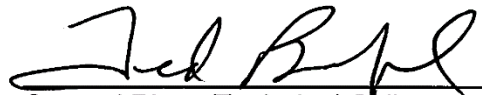
Graduation:

Graduation will be held Thursday, February 4th at 7:00 p.m. at WCHS.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 1:47 p.m.


Coastal Pines Technical College
President


Coastal Pines Technical College
Board Chair or Vice Chair