



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

Board Members Present

Paulo Albuquerque
Ted Buford, Chair
Lee Gowen
Dr. Greg Jacobs
Lee Lewis
Gwen Mungin
Joel Varnedoe

Staff Members Present

Dr. Glenn Deibert, President
Teresa Allen, Vice President for Institutional Effectiveness
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

Board Members Absent

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

Staff Members Absent

Pete Snell, Vice President for Economic Development

Guests

John Kennedy, Electrical Lineworker Instructor

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 19, 2018, at 12:27 p.m. in room 1458 on the Waycross Campus. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Lee Lewis, a second by Dr. Greg Jacobs, the CPTC Local Board of Directors unanimously approved the agenda.

ELECTRICAL LINeworker PROGRAM PRESENTATION

John Kennedy, Electrical Lineworker Instructor, gave a brief update on the Electrical Lineworker Diploma program at CPTC.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Gwen Mungin, a second by Lee Gowen, minutes of the June 21, 2018, CPTC Local Board of Directors' meeting were unanimously approved.

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: Tutoring Services

The ASN Program Director, Kelly McQuaig, is continuing to work on the proper documentation for the ASN Program Initial Accreditation and Visit. She has completed a draft of the ASN Program Admissions Packet. The first ASN Faculty member, Rebecca Salko, will begin July 16. Ms. Salko has extensive experience in the nursing field, including Obstetrics and Pediatric nursing.

Effective May 14, a new rule went into effect for Georgia residents concerning ambulance staffing. The previous regulation required that all emergency transports be staffed by not less than two emergency medical services personnel, only one of whom may be licensed at the EMT level; the other medic must be licensed at a higher level, e.g., EMT- Intermediate, Advanced EMT, Cardiac Technician, or Paramedic.

The new rule will allow an ambulance to be staffed by two medics, both at the EMT level. While some citizens may see this as step backward in pre-hospital medicine, it will help alleviate some of the staffing issues many EMS services encounter. On a positive note, CPTC's EMS programs should see job placement numbers for students at or near 100%.

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.

FY2019 state and federal budget information has been received from the Technical College System of Georgia (TCSG). The FY2019 budgets will be entered into PeopleSoft during the week of July 23, 2018.

Summer semester was the first semester for bookstore rentals. The rental program helps students who cannot afford to purchase books and the bookstore earns the same profit from rentals as with regular sales. The total rental revenue for Summer semester was \$854.

Office of Adult Education – Kelly Peacock

The Adult Education Division is currently serving 1,345 NRS students. This number includes all students who have attended class for 12 or more hours.

CPTC's current state enrollment is 1,692 students. This number includes all students who have attended class for 15 minutes or more.

The Adult Education Division had 137 GED students graduate in FY2018. The pass rate for FY2018 was 94%.

Office of Institutional Effectiveness – Dr. Teresa Allen

SACSCOC Vice-President, Dr. John Hardt, has confirmed tentative plans for the College's on-site team visit the week of October 8-11, 2018. During the visit, interviews with some Local Board members will be conducted. Dr. Glenn Deibert will let everyone know dates and times as soon as the official schedule has been confirmed.

Office of Student Affairs – Karla Eubanks

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

- CPTC Procedure: Admissions
- CPTC Procedure: Assessment
- CPTC Procedure: Student Complaints/Grievances
- CPTC Procedure: Student Tuition and Fees/Refunds/Return to Title IV Policies

As of July 10, enrollment for Summer Semester is 1464. Dual Enrollment consists of 244 students or 16.7% of the total enrollment. Enrollment for Summer Semester 2017 was 1355. The increase of 109 students from last Summer Semester accounts for an 8.04% increase.

Registration for Fall Semester is currently underway. As of July 10, 738 students have been preregistered.

Free Application Day for Fall Semester was held Thursday, June 21, 2018. The final number of applications are down from the previous Fall Semester Free Application Day:

- 2017 - 157 Applications
- 2018 - 118 Applications

An additional Free Application Day is schedule for Tuesday, July 24.

CPTC had a Federal VA Audit June 5. One discrepancy was found citing failure to notify VA when a beneficiary did not progress satisfactorily. This is a new requirement that the College was not aware of until the audit and the College received an email about it June 19. All VA students that need reporting are now up-to-date with all reporting requirements.

Office of the President – Dr. Glenn Deibert

TCSG-265 Camden Campus – Schedule Update

Hansen Architects, Georgia Student Finance Investment Commission, the Technical College System of Georgia (TCSG) Facilities division and Coastal Pines Technical College met and the project schedule was updated June 26. These dates will continue to be adjusted this Summer as everyone works through the task list and some of the items are completed.

June 4, 2018	Design Professional Issues RFQ	Oct 1, 2018	Construction Begins
June 14, 2018	Bonds up for Sale	Nov 2, 2019	Start Road Paving
July 18, 2018	Notify Short Listed Firms	Dec 15, 2019	Material Completion
Aug 1, 2018	Entry Road Stabilized	Feb 3, 2020	Move in Date
Aug 15, 2018	Bids Due		

Dates still to be determined include Groundbreaking (Fall 2018) and FF&E Purchasing (Fall 2019).

New SACSCOC Dual Enrollment Policy (passed June 2018)

Last week, the TCSG held a webinar to discuss the new SACSCOC Policy approved last month regarding dual enrollment. The two page SACSCOC Dual Enrollment (DE) Policy Statement includes items such as: (a) approval of instructional sites, (b) definition of instructor of record, (c) faculty qualifications, (d) evaluation of DE faculty, (e) course content and rigor, (f) no mixed classes (credit with non-credit),

(g) institutional effectiveness process for program effectiveness, (h) library resources, academic and student support services including advisement, (i) admissions and transparency and (j) facilities.

Due to internally developed best practices already established by CPTC, the College is already in compliance with the vast majority of this new policy. The technical college presidents will be discussing how to ensure all colleges are in full compliance with the new SACSCOC at its July 23-24, 2018, Presidents' Council meeting.

McIntosh County – College and Career Academy Discussions

The McIntosh County school system has been in contact with TCSG and CPTC and is researching the feasibility of building a College and Career Academy at McIntosh County High School. A community stakeholders meeting is scheduled to take place in August.

Placement Testing – ACCUPLACER

For the past few months, the TCSG has been leading discussions with technical college math and English faculty, college presidents and vice-presidents. The final meeting to determine testing (placement) scores for the new ACCUPLACER tests will take place August 23 in Macon, Georgia.

Campus Renovations

Several new campus renovation projects are either underway or have received a notice to proceed and will be underway very soon. Some of those include: (a) Building 5000 renovations for the Adult Education space in Waycross, (b) new tile flooring for the main building in Jesup and (3) new tile flooring for a portion on the 1400 building in Waycross.

UPCOMING EVETNS

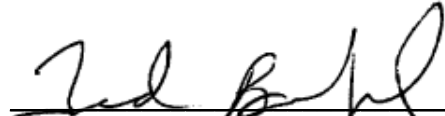
The 2018 annual TCDA leadership conference is scheduled for October 29-31, 2018, at the Hyatt Regency in Savannah, Georgia. A 'Save the Date' will be e-mailed to all board members next week.

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 August 16, 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