Coastal Pines Technical College
Board of Directors’ Meeting
Minutes
July 22, 2015

Coastal Pines Board Members
Present:  
Ted Buford, Chair  
Lee Gowen  
Dr. Patrick Ebri  
Jack Johnson  
Phillip Cook  
Grant Gainer  
Dr. Greg Jacobs  
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. 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

Absent:  
Dr. Keith Johnson  
Daniel Johnson  
Randal Morris  
Joy Burch-Meeks  
Joel Hanner  
Gwen Mungin

CALL TO ORDER  
The Board of Directors of Coastal Pines Technical College met July 22, 2015, 1:10 p.m., at the Waycross Campus, Room 6110. Ted Buford, Board Chair, called the meeting to order and the invocation was given.

ACTION ITEMS

Approval of Agenda  
Upon a motion by Phillip Cook, a second by Patrick Ebri, the Board unanimously approved the agenda for the meeting.

Approval of Minutes  
Upon a motion by Phillip Cook, a second by Greg Jacobs, the Board unanimously approved the minutes of the May 21, 2015, Coastal Pines Technical College Board of Directors’ meeting.

Election on Officers  
Dr. Greg Jacobs made a motion that the officers should serve a second year. Phillip Cook seconded. With all voting Ted Buford and Toni Nelson will continue as Chair and Vice Chair for another year.

New Program Approvals  
After a brief overview of the programs presented, Phillip Cook made a motion that the new programs of Criminal Justice A. S. Degree, Health Information Management Technology...
A. A. S. Degree, Health Information Management Coding Diploma, Neuromuscular Massage Therapist Diploma, and Therapeutic Massage Therapy TCC be approved. Dr. Patrick Ebri seconded and all voted to unanimously accept the new programs as presented.

**Program Terminations**
After an overview of the program terminations, Toni Nelson made a motion that the Clinical Laboratory Technology A. A. S. Degree be suspended/closed, and the Culinary Arts Program in Hazlehurst be terminated. Grant Gainer seconded the motion and with all voting the motion passed.

**Calendar Revision for FY16**
It was proposed that spring break be moved one week back to April 4-8, 2015 to match the school calendar in most K-12 systems in our service area and to move Graduation to February 4, 2016. Phillip Cook made the motion to make the revisions and Lee Gowen seconded. With all voting the motion carried.

**Academic Affairs**
**Request for Review and Approval**
1. New Programs
   a. **Criminal Justice A.S. Degree.** This is a request to develop and offer CPTC’S first Associate of Science (A.S) Degree program and to pursue an Articulation Agreement with College of Coastal Georgia (CCGA). CPTC’S Criminal Justice A.S. Degree program will be designed to facilitate course credits transfer for CPTC program graduates who choose to earn a bachelor’s of science degree. The degree program will consist of 60 credit hours and the articulation will allow approximately 58 credit hours of the degree to be transferred to CCGA’s B.S. Degree in Criminal Justice. TCSG requires Technical Colleges that offer A.S. degrees to partner with Board of Regents colleges or universities located in their service delivery area. The Criminal Justices A.S. Degree will be an "Institutionally Developed" program that will meet all TCSG and SACSCOC standards for A.S. degree programs.

   b. **Health Information Management Technology A.A.S Degree Program.** The HI13 Health Information Management Technology (HIMT) A.A.S. Degree Program will be offered at the Golden Isles Instructional Site. The HIMT program is designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data. Legal, accreditation, licensure and certification standards for reimbursements will be emphasized in the program curriculum. Courses will also focus on facility planning, marketing, risk management, utilization management, quality assessment and research. Program graduates will develop leadership skills necessary to serve as supervisors of health information systems. Employment of Health information technicians is projected to increase by 20 percent through 2018. The HIMT A.A.S degree program is a TCSG Standard program consisting of 63 credit hours and will take a full-time student 6 terms to
successfully complete. The program will be accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

c. Health Information Management Coding Diploma Program. The HI12 Health Information Management Coding Diploma Program will be offered at the Golden Isles Instructional Site. The diploma program is designed to prepare students to be medical coders and billers to classify medical records. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. This is a TCSG Standard program consisting 48 credit hour program that will take a full-time student 6 academic terms to successfully complete.

d. Neuromuscular Massage Therapist Diploma Program. The NT12 Neuromuscular Massage Therapist Diploma Program will be offered at the Golden Isles Instructional Site. Program graduates will be prepared for an entry level position in the field of Neuromuscular Therapy. The program curriculum consists of fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care preparation. This is a TCSG Standard program consisting of 56 credit hours and will take a full-time student 4 academic terms to successfully complete.

e. Therapeutic Massage Therapy TCC Program. The TM!! Therapeutic Massage Therapy TCC Program will be offered at the Golden Isles Instructional Site. Program graduates will receive a Therapeutic Massage Therapy certificate, which qualifies them to take the National Certification Examination for Therapeutic Massage National Certification Exam for Therapeutic Massage & Body Work (NCBTMB) and apply for Georgia licensure. The program curriculum includes human anatomy, physiology and kinesiology, pathology, massage therapy theory, techniques and practice, superficial warming techniques, pumping, stretching, jostling, shaking, rocking, contraindications, universal precautions, body mechanics, massage history, communications, ethics, and clinical practices. This is not a TCSG Standard program but was developed by Columbus Technical College. It is a 29 credit hour program that will take a full-time student 2 academic terms to successfully complete.

2. Program Termination

Clinical Laboratory Technology A.A.S Degree Program. The College requests to terminate its CLT3 Clinical Laboratory Technology (CLT) Associate of Applied Science (A.A.S) Degree Program effective July 29th. The current CLT cohort has four students enrolled in the program and are scheduled to graduate at the end of fall semester. These students currently enrolled in the program will be able to complete the program at CPTC. The request to end the program is based on the retirement of the program’s instructor, Ms. Mary Ann Hursey, declining program enrollments as outlined below and future projected enrollment. Annual student
enrollment in the program has declined by 41 percent since AY2013. CLT program course-hours declined by 43 percent and CLT specific courses declined by 37 percent during the same three-year period. The chart below provides specific enrollment and program data for the AY2013, AY2014 and AY2015 period.

Clinical Lab Technology A.A.S.  
Degree Program

<table>
<thead>
<tr>
<th></th>
<th>Enrollment</th>
<th>Program Hours</th>
<th>CLBT Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY 2013</td>
<td>88</td>
<td>866</td>
<td>278</td>
</tr>
<tr>
<td>AY 2014</td>
<td>72</td>
<td>733</td>
<td>295</td>
</tr>
<tr>
<td>AY 2015</td>
<td>52</td>
<td>497</td>
<td>176</td>
</tr>
<tr>
<td>Trend</td>
<td>-41%</td>
<td>-43%</td>
<td>-37%</td>
</tr>
</tbody>
</table>

Instructional

1. Achieving the Dream (ATD). CPTC has joined the national network of two-year colleges in Achieving the Dream (ATD). Selected members of the College traveled to Cincinnati during June 22nd through 25th to participate in ATD’s Kickoff Institute for this year’s cohort colleges. Dr. Glenn Deibert, Dr. Al Cunningham, Vince Jackson, Chad Swanson, and Bill Delaney were joined by John Brockman, ATD assigned Leadership Coach and Rene Garcia, ATD assigned Data Coach. The College Council has approved the VPAA’s request to form two standing committees to formally support the College’s ATD initiative. Al Cunningham, assisted by Chad Swanson will lead the Core Committee as chair and co-chair. Vince Jackson, assisted by Bill Delaney will lead the Data Committee as chair and co-chair. Committee leaders will select committee members for review and approval by the College President and given responsibilities to develop mission statements, goals, and future meeting agenda.

2. Allied Health Division Retreat. Dr. Abraham Pallas, Dean for Allied Health Division has announced a divisional retreat for August 4th at the Economic Development Building on Waycross Campus. The retreat’s agenda will include: icebreaker exercises; general format for strategic planning; recruitment; admissions/advising; classroom management; and retention.

3. CIS Lab Enhanced. Willie Jones, CIS Instructor, is coordinating the relocation of CISCO equipment from our Alma instructional site to his CIS classroom/lab at the Golden Isles Career Academy. Dr. Rick Townsend, CEO, GIACA approved adding the equipment to the academy’s classroom.
Administrative Services

1. 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 are working 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 began using the system on July 13, 2015. The current plan is for the system to be implemented college-wide in August 2015. Training will be provided to the CPTC faculty and staff by the CPTC Human Resources staff.

2. Close of Fiscal Year 2015
   A. Administrative Services has worked diligently planning for and closing Fiscal Year 2015. Memos were published with all year-end deadlines for travel, purchasing, invoicing, purchasing cards, and payroll. Fiscal Year 2015 closes on Friday, July 17, 2015. GAAP Financial Statements are due to TCSG on August 11, 2015. In the interim, other reports are due to the Department of Audits and the State Accounting Office.

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.

4. Purchasing
   A. The process of purchasing furniture and equipment for our new building/campus in Brunswick has begun. The purchase orders for furniture, computer equipment, and other equipment have been issued and sent to the vendors.

5. Telecommunications
   A. The College has purchased the equipment to implement Voice Over IP. The new Golden Isles Campus will be the first site to implement the new system.
6. The College Store
   A. The College Store staff is preparing for the beginning of Fall Semester, the opening of the new bookstore at the Golden Isles Campus, and the opening of the renovated bookstore on the Waycross Campus.

7. Building and Renovation Projects
   A. Monica O’Quinn has been working with a representative of Krueger International (KI) and MS Harris & Associates to select the furnishings, fabrics, and outdoor furniture for the new building. Monica is also working with them to select the furnishings for the new Welding and CIS Building on the Waycross Campus and the renovated area of the 3000 Building in Jesup.

8. Staff Development and Meetings
   A. Melissa Lamb and Monica O’Quinn attended the TCSG Move On When Ready meeting on June 10, 2015, in Macon.
   B. Melissa Lamb and Monica O’Quinn will be attending the TCSG GAAP workshop on August 3-5 in Callaway Gardens.
<table>
<thead>
<tr>
<th>Project Code</th>
<th>Total Budget</th>
<th>Total Year To Date</th>
<th>Total %</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coastal Pines Technical College</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Statement of Revenue and Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For the Period Ending June 30, 2015</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For the Fiscal Year Ending June 30, 2015</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT 01932 STATE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>$11,516,740</td>
<td>$11,516,740</td>
<td>100.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>Operating</td>
<td>1,632,242</td>
<td>1,632,242</td>
<td>100.00%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$13,148,982</td>
<td>$13,148,982</td>
<td>100.00%</td>
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<tr>
<td><strong>USDA RBEG GRANT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project 25015001</td>
<td>$93,679</td>
<td>$93,679</td>
<td>100.00%</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>CARL PERKINS TITLE II BASIC GRANT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project 3234A001</td>
<td>$493,210</td>
<td>$491,737</td>
<td>99.70%</td>
<td>$1,473</td>
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<tr>
<td>Project 3254A001</td>
<td>$55,000</td>
<td>$55,000</td>
<td>100.00%</td>
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<tr>
<td><strong>COLLEGE WORK STUDY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project 2415A002</td>
<td>$92,466</td>
<td>$23,061</td>
<td>24.93%</td>
<td>$69,405</td>
</tr>
<tr>
<td><strong>GUIDED PATHWAYS TO SUCCESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project 4806D001</td>
<td>$4,005</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td><strong>REPAIR AND RENOVATION BOND FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project 5130AHP</td>
<td>$211,500</td>
<td>$174,915</td>
<td>82.70%</td>
<td>$36,585</td>
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<tr>
<td>Project 5131A</td>
<td>$516,302</td>
<td>$516,302</td>
<td>100.00%</td>
<td>$ -</td>
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<tr>
<td>Project 51321</td>
<td>$169,302</td>
<td>-</td>
<td>0.00%</td>
<td>$169,302</td>
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<tr>
<td><strong>OBSCOLET EQUIPMENT BOND FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project 51313A</td>
<td>$226,707</td>
<td>$226,707</td>
<td>100.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>Project 51322</td>
<td>$179,810</td>
<td>-</td>
<td>0.00%</td>
<td>$179,810</td>
</tr>
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</table>
Coastal Pines Technical College
Statement of Revenue and Expenditures
For the Period Ending June 30, 2015
For the Fiscal Year Ending June 30, 2015
DRAFT

<table>
<thead>
<tr>
<th>ADULT LITERACY GRANTS</th>
<th>ANNUAL EXPENDITURES</th>
<th>ANNUAL BUDGET</th>
<th>BUDGET VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 01938R State Funds</td>
<td>$824,000</td>
<td>$823,304</td>
<td>99.92%</td>
</tr>
<tr>
<td>Project 2634AR Federal Funds</td>
<td>$643,905</td>
<td>$632,401</td>
<td>98.21%</td>
</tr>
<tr>
<td>Project 2644AR Federal Staff Development</td>
<td>$45,500</td>
<td>$24,720</td>
<td>54.33%</td>
</tr>
<tr>
<td>Project 2654AR Federal Institutional Funds</td>
<td>$22,095</td>
<td>$21,260</td>
<td>96.22%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCAL PROJECTS</th>
<th>CURRENT YR REVENUE</th>
<th>TOTAL EXPENDITURES</th>
<th>CURRENT YR BALANCE</th>
<th>PRIOR YEAR RESERVE</th>
<th>TOTAL BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION</td>
<td>$4,298,618</td>
<td>$4,278,618</td>
<td>$22,000</td>
<td>$617,317</td>
<td>$639,317</td>
</tr>
<tr>
<td>TECHNOLOGY FEE</td>
<td>474,189</td>
<td>150,728</td>
<td>323,461</td>
<td>506,198</td>
<td>1,229,659</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td>1,058,404</td>
<td>1,058,140</td>
<td>264</td>
<td>264</td>
<td></td>
</tr>
<tr>
<td>ECONOMIC DEVELOPMENT</td>
<td>206,615</td>
<td>149,046</td>
<td>57,569</td>
<td>255,902</td>
<td>313,561</td>
</tr>
<tr>
<td>GED FEES</td>
<td>29,866</td>
<td>29,866</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>1,027,883</td>
<td>642,875</td>
<td>84,808</td>
<td>598,959</td>
<td>663,767</td>
</tr>
</tbody>
</table>

| TOTAL                                 | $7,095,375          | $6,607,273         | $488,102           | $2,378,406         | $2,866,568    |
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**

**General Announcements (Pete Snell)**
- 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 about adult education sites that may not require 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.

**Continuing Education (Markisha Butler)**
- CE schedule completed
- Sallie Mae Student Loans in progress
- VA benefits in progress
- FREE Driver’s Education now available
- SHRM regional partnership in progress to deliver training toward SHRM-CP and SRHM-SCP
- Website updates pending

**Conference Centers (Sherry Green)**
- Portable video and sound system has been purchased to better serve facility rentals and other events on and off campus
- Website updates pending

**Corporate Training (Jason Rubenbauer)**
- Employer Meetings
  - Great Southern Wood Processing
  - EAM/Domtar Corporation & Sierra International
- Training In Progress or Completed
  - Plant Hatch - Piping & Tubing Training
  - D Ray James Correctional Facility - GED Prison Testing
- Developed Safety Academy
- Developed Innovation Academy
- Developed Leadership Academy
- Developed Hospitality Academy
- Developing Manufacturing Academy
• Plans to begin snail mail campaign soon
• Plans to begin more comprehensive email blasts soon
• Chamber Lunch N Learns spreading
• Website updates pending

**Campus Police, Safety and Security (James Mock)**
• CPTC police car still pending
• CPTC Emergency Alert System (RAVE)
  o Procedures Manual in development
  o Employee and student data uploaded
  o Emergency message templates created
  o Test of system scheduled for Aug 28
• Active shooter drill for the Waycross Campus still being planned for after Aug 28 so that we may include use of the CPTC Emergency Alert System
• Waycross Campus Enunciator System – installation is in progress
• Incidents
  o None reported

**Institutional Effectiveness**

**INFORMATION ITEMS**

1. SACSCOC
   a. Preparing a substantive change prospective to add the Neuromuscular Therapy program at Golden Isles Campus.
   b. Preparing substantive change to add Ware State Prison as instructional site to offer welding technical certificate of credit.
   c. Preparing notification reports concerning program closures of the Clinical Laboratory Technician program and Culinary Arts in Hazlehurst.

2. CPTC will be hosting a Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for the accreditation of the Paramedicine program. Visit is scheduled for July 20-21, 2015 on the Waycross Campus.

3. Professional Development Committee is planning activities for Professional Development Day on August 3, 2015.

4. CPTC representatives attended an Achieve the Dream (ATD) conference in Cincinnati, Ohio June 23-25. The training provided at this meeting was in preparation for CPTC entrance into the ATD initiative. Representative data coaches from ATD will be visiting CPTC and meeting with staff during Professional Development Day, August 3.
5. The IE Office is continuing to support CPTC staff in closing AY15 annual plans and preparing AY16 annual plans and budget needs.

**Provost Report**

**INFORMATION ITEMS**

1. Closure of Culinary Arts in Hazlehurst – With Chef Jen’s resignation, Dr. Deibert, Dr. Cunningham, Deans Wilkerson and Pallas, and I met on June 18 to discuss the future of the program in Hazlehurst. Enrollment in the program has declined over several years to the point it is not feasible to hire a full-time instructor and continue in Hazlehurst. The group agreed to close the Culinary Arts program in Hazlehurst. The chart below identifies the steps to be taken:

<table>
<thead>
<tr>
<th>Culinary Arts Hazlehurst - Closure</th>
<th>Staff Member In Charge: Lonnie</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Staff</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>1</td>
<td>IE</td>
</tr>
<tr>
<td>2</td>
<td>Team</td>
</tr>
<tr>
<td>3</td>
<td>Lonnie</td>
</tr>
<tr>
<td>4</td>
<td>Lonnie</td>
</tr>
<tr>
<td>5</td>
<td>Patsy</td>
</tr>
<tr>
<td>6</td>
<td>Teresa</td>
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<td>7</td>
<td>Al/Patsy</td>
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<tr>
<td>8</td>
<td>Al/Patsy</td>
</tr>
<tr>
<td>9</td>
<td>Lonnie/Monica</td>
</tr>
<tr>
<td>10</td>
<td>Glenn</td>
</tr>
<tr>
<td>11</td>
<td>Teresa</td>
</tr>
<tr>
<td>12</td>
<td>Lonnie</td>
</tr>
</tbody>
</table>

2. Closure of Clinical Lab Tech in Waycross - With Mary Ann Hursey’s retirement, Dr. Deibert, Dr. Cunningham, Deans Wilkerson and Pallas, and I met on June 18 to
discuss the future of the program in Waycross. Enrollment and graduates in the program have been declining over several years and jobs are becoming harder to find. The group agreed to close the Clinical Lab Tech program in Waycross. The chart below identifies the steps to be taken:

<table>
<thead>
<tr>
<th>No.</th>
<th>Staff</th>
<th>Task</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IE</td>
<td>Pull PAS Numbers</td>
<td></td>
<td>Complete 6/17/15</td>
</tr>
<tr>
<td>2</td>
<td>Team</td>
<td>Meet to discuss</td>
<td></td>
<td>Complete 6/18/15</td>
</tr>
<tr>
<td>3</td>
<td>Lonnie</td>
<td>Inform Local Board Members</td>
<td>6/24/15</td>
<td>Complete 6/23/15</td>
</tr>
<tr>
<td>4</td>
<td>Lonnie</td>
<td>Notify Student Affairs not to enroll students for Fall</td>
<td>6/22/15</td>
<td>Complete 6/22/15</td>
</tr>
<tr>
<td>5</td>
<td>Abe</td>
<td>Analyze transcripts of students currently enrolled</td>
<td></td>
<td>Complete 6/23/15</td>
</tr>
<tr>
<td>6</td>
<td>Teresa</td>
<td>Present closure to College Council</td>
<td>7/7/15</td>
<td>Complete 7/7/15</td>
</tr>
<tr>
<td>7</td>
<td>Al/Abe</td>
<td>Identify where to place the Phlebotomy TCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Al/Abe</td>
<td>Develop teach-out plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Al/Abe</td>
<td>Meet with students currently enrolled to discuss program closure, teach-out, and options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Teresa</td>
<td>Draft SACSCOC Substantive Change Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Glenn</td>
<td>Submit to TCSG for approval to close</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Teresa</td>
<td>Submit to SACSCOC for approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Lonnie</td>
<td>Follow-up throughout process until approved by TCSG State Board and SACSCOC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. State Board of Education – Woody Woodside and Mike Long called to inform us the State Board of Education is going to be meeting in Glynn County October 19, 20, and 21. Mike is from Jesup and represents the 1st Congressional District on the State Board of Education. Commissioner Corbin and Chancellor Huckaby are supposed to attend. The meeting will be held on Jekyll Island and at the College of Coastal Georgia, and they wanted to also include CPTC in the meeting – especially since Commissioner Corbin is participating. They want to make sure the technical
college (CPTC) and our programs get spotlighted as well. They asked if we had a room in our new building suitable for the Board of Ed and support staff to meet, and if so, would we agree to let them use it and host them. One of the days will be split between CCG and CPTC. We have agreed to host the group.

**Student Affairs Board Report**

**Action Items:**
CPTC 2015-16 Calendar adjustment – moving Spring Break and Work/ Annual Leave from the week of March 28 – April 1, 2016 to the week of April 4 – April 8, 2016 to better align with the majority of the school systems.

**Information Items**

1. **Enrollment**
   As of 7/1/15, Fall 2015 term has 375 accepted applicants of whom 279 are registered.

2. **TRF announcement**
   Trident Refit Facility began an active recruitment on March 26th for Spring 2016. Since the announcement, 102 applications for the Naval Maintenance program have been received. The USAjobs application has been delayed; admissions is awaiting notification from TRF of the posting.

3. **Recruitment**
   The Admissions Department for CPTC sent out 171 information packets to potential students during the month of June. Also, during the month of June, the Recruiter/HS Coordinators represented CPTC at 3 recruitment events, and the Student Affairs staff hosted 18 campus visits in June.

   The annual Blueberry Festival was held in Alma on June 5-6. Staff and faculty from CPTC helped with the booth to promote the College and its programs.

4. **Dual Credit**
   A large group from CPTC attended a workshop in Macon on June 10th to learn more about the new Move on When Ready (MOWR) program passed in to law. A series of meetings will be held during late July that will further discuss MOWR and the GA Board of Education’s part in the program. Individuals from the GA Board of Education, Board or Regents, and TCSG will be in attendance.

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

5. **Allied Health selections**
   The Practical Nursing selection application deadline was extended on the Coastal Pines Technical College main webpage to June 25th. Admissions is continuing to work with applicants and summer enrollments who qualify.
6. **Applications Submitted for Federal Aid Year 2015-2016**
Financial Aid has pulled in almost 1200 federal financial aid applications into our system for the 2015-2016. Students with incomplete files were mailed letters.

7. **SkillsUSA National Conference**
Six CPTC students traveled to Louisville, Kentucky during the week of June 22nd through June 27th to participate in national championships at the SkillsUSA National Leadership and Skills Conference. They were part of more than six thousand top career and technical students throughout the nation who competed in more than 99 different trade, technical and leadership fields. The competitors are the workforce of the future, demonstrating their expertise in occupations such as culinary arts, electronics, healthcare, computer technology, and automotive technology. First place state winners that represented CPTC were Brent Berry (Waycross campus), Electronics Technology; Caitlin Griffin, Whitney Hires, Christina Powell, and Stephanie Womack (all from Baxley Site), Health Knowledge Bowl; and Shuntisk Gaskins (Golden Isles Site), Job Skills Demonstration. Brent Berry is the recipient of a $1000 scholarship courtesy of the mikeroweWORKS Foundation to help offset the costs of travel to the 2015 SkillsUSA National Leadership and Skills Conference. He was the only Technical College System of Georgia student to receive this scholarship. While none of the students placed in the top 3 at the National Competition, they represented CPTC well.

8. **CPTC Graduate of Georgia Academy for Economic Development**
During the months of February through May, Buck Thigpen, Career Placement & Development Coordinator, attended and Graduated from the Georgia Academy for Economic Development for Region 11. The Academy’s multi-day program, taught one day a month over a four-month period, includes training in the basics of economic and community development, plus specialized segments on business recruitment and retention, tourism product development, downtown development, planning, and other essentials for community success. In addition, the curriculum features specific leadership skills such as consensus building, ethics in public service, collaborative leadership and other segments needed for effective community leadership in economic development. The Academy drew participants from 15 counties throughout Region 11.

**President’s Board Report**

**Career Academy Discussions**
I am currently working with TCSG in an attempt to secure some funding that could be used to provide assistance to Appling, Bacon and Jeff Davis counties should they decide to pursue a regional career academy. We should know very soon if this will materialize.

**Budget Discussion**
Monica O’Quinn and I met with Commissioner Corbin Friday, June 5, 2015, to discuss the history of CPTC, budget concerns, the TCSG funding formula, and the College’s future growth areas. The meeting went very well, and we believe the system office will be taking
another look (setting up a budget task force) to update the funding formula.

**Golden Isles Site Update (TCSG-247)**
On June 4, 2015, the State Board approved to authorize the system office staff to prepare appropriate requests to the State Properties Commission seeking its approval of, and assistance with, the granting of a Revocable License Agreement & Non Exclusive Easements for 1.00 acres to Georgia Power Company on the Golden Isles site.

The material completion date of the Golden Isles site has continued to slip closer and closer to the beginning of fall semester. At this point, we are scheduled to receive the building July 27, 2015. As we move closer to taking possession of the building, furnishings and equipment continue to be purchased and scheduled to be shipped to the College.

**Golden Isles Site Open House (TCSG-247)**
This past week Mike Long and Woody Woodside called to inform us the State Board of Education is meeting in Glynn County October 19-21. Mike is from Jesup and represents the 1st Congressional District on the State Board of Education. Mike indicated that Governor Deal, Commissioner Corbin, Chancellor Huckaby, and other state leaders are scheduled to be in attendance. The meeting will be held on Jekyll Island and at the College of Coastal Georgia, and they want to also include CPTC in the meeting – especially since Commissioner Corbin is attending and part of the meeting will focus on Technical Colleges, Career Academies, Move on When Ready, and dual enrollment. Mike Long asked if we have a room in our new Golden Isles facility that could accommodate their meeting and if so, would we be willing to host them.

The group is scheduled to visit CPTC and the Career Academy Tuesday afternoon, October 20. They will have lunch at CPTC and would like for our Culinary Arts Program to prepare the lunch. Commissioner Corbin is scheduled to speak during this time. We have worked it out with the State Board of Education and the Governor’s Office to have our Grand Opening for the new facility in conjunction with their event sometime on Monday, October 19 since the State Board of Education meetings start that evening.
Hosting the State Board of Education and guests at our Golden Isles Site is a great opportunity for us to showcase technical education, CPTC, and our dual enrollment programs and will provide us with great publicity in the Glynn County area.

**Waycross CIS/Welding Building Update (TCSG-315)**
The bids came back for the new CIS/Welding Technology building. Unfortunately, the bids came in around $3.7 M and our construction budget is only $2.5M. We immediately had a redesign meeting and have 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. The August 20 groundbreaking has been postponed until we complete the re-bid process and have a contractor selected for the project.

**Camden County New Campus Planning 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. We are also still waiting on Mr. Bill Gross to send us a survey on the proposed property for the building.

**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 GSIFIC.

**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 (luncheon). The four State Representatives/Senators who represent Ware County have confirmed their presence for both the Chamber and CPTC events. However, we need to move the Fall Legislative Event to Waycross to accommodate their schedules and change the start time to 10:30 a.m. versus Noon.

**Upcoming Summer/Fall Special Events**
Invitations are in the process of being created and distributed for the following events.
- Golden Isles Campus Open House October 19, 2015  TBD
- Fall Legislative Event November 12, 2015 10:30 AM
- Welding and CIS Building Groundbreaking TBD TBD

**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 1:47 p.m.

Coastal Pines Technical College
President

Coastal Pines Technical College
Board Chair or Vice Chair