



**Local Board of Directors Meeting
June 20, 2019**

Board Members Present

Ted Buford, Chair
Lee Gowen
Daniel Johnson
Lee Lewis
Joel Varnedoe

Staff Members Present

Dr. Glenn Deibert, President
Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
Katrena Felder, Executive Director of Adult Education
Derrell Harris, Executive Director of Information Technology
Vince Jackson, Vice President for Institutional Effectiveness
Natasha King, Executive Assistant to the President
Melissa Lamb, Vice President for Administrative Services
Amanda Morris, Vice President for Academic Affairs
Lonnie Roberts, Provost
Stephanie Roberts, Director of Institutional Advancement
Pete Snell, Vice President for Economic Development

Board Members Absent

Dr. Greg Jacobs
Joy Burch-Meeks
Gwen Mungin
Toni Nelson, Vice Chair

Staff Members Absent

Karla Eubanks, Vice President for Student Affairs

Guests

Rubin Mulkee – Clayton Homes
Jana Dyke, Waycross Ware County Development Authority
Edward Cady Jr., Downtown Waycross Development Authority
Kayla Braswell, Downtown Waycross Development Authority
Dewayne Johns, Marketing/Member Services Okefenokee REMC
Artie Jones Jr., St. Marys City Council
Jason Rubenbauer, Pierce County Manager
Dr. William Clark

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, June 20, 2019, at 12:17 p.m. at the Historic Train Depot in downtown Waycross, Georgia. 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 Lee Gowen, the CPTC Local Board of Directors unanimously approved the agenda.

TCDA CERTIFICATE AND GIFT PRESENTATION – Ted Buford & Dr. Glenn Deibert

Ted Buford and Dr. Glenn Deibert expressed their appreciation and gratitude to Daniel Johnson for his nine years of dedication to the College and the CPTC Local Board of Directors. In addition, Mr. Buford and Dr. Deibert presented him with a certificate of appreciation from the Technical College Directors' Association of Georgia. Dr. Deibert stated he will set up a lunch meeting with Dr. Greg Jacobs, who also served nine years on the Local Board of Directors, and provide him with a certificate of appreciation.

APPROVAL OF MINUTES

Upon a motion to approve by Lee Lewis, a second by Lee Gowen, minutes of the April 25, 2019, CPTC Local Board of Directors' meeting were unanimously approved.

ELECTION OF CHAIR AND VICE CHAIR

Upon a motion by Lee Gowen, a second by Daniel Johnson, the board unanimously elected Ted Buford to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2020.

Upon a motion by Lee Gowen, a second by Daniel Johnson, the board unanimously elected Lee Lewis, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2020.

CPTC MISSION STATEMENT – Vince Jackson

Vince Jackson presented the current CPTC Mission Statement to the Local Board of Directors for annual review and action.

Upon a motion to approve by Lee Gowen, a second by Lee Lewis, the Board unanimously approved the current CPTC Mission Statement with no edits and forwarding it to the Technical College System of Georgia (TCSG) State Board for final review and action.

MANUFACTURING APPRECIATION WEEK (MAW) PRESENTATION– Dr. Pete Snell

MAW was developed by the Technical College System of Georgia and the Georgia Department of Economic Development to recognize small, medium and large manufacturers throughout the state of Georgia that exhibit a high degree of corporate responsibility, workforce excellence and economic impact. In addition, thousands of students (K-12 System) enter artwork in the MAW Student Design Contest.

Clayton Homes has been in Ware County for 31 years and was nominated because they signify all of the things mentioned above:

- Corporate responsibility
- Positive impact on the GA economy
- Workforce excellence

Over the past few years, Clayton Holmes has significantly increased their number of employees, production and salaries. They were the 2019 recipient of the Chamber's "Helping Hands Award" and named by Forbes as one of the top 500 companies to work for.

DWDA & WWDA PRESENTATION – Edward Cady & Jana Dyke

Edward Cady, Executive Director of the Downtown Waycross Development Authority (DWDA), and Jana Dyke, Executive Director of the Waycross and Ware County Development Authority (WWDA) shared a PowerPoint presentation on current projects going on within the Waycross/Ware County community.

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

Office of Academic Affairs – Amanda Morris

Timber Harvesting Operations Program (THOP)

The Timber Harvesting Operations Program is successfully operating this Summer. The United Kingdom group joined the College again for two weeks this Summer. CPTC's THOP sponsors provided a huge amount of support this year that included lunches for the students and staff. Sponsors include Beasley Timber, Tidewater Equipment, West Fraser – Blackshear Mill, Rayonier, Swamp Logger, AgSouth Farm Credit, Georgia Forestry Commission, Georgia BioMass, Pierce Timber Company, Ace Pole Company and Flint Equipment.

Office of Adult Education – Katrena Felder

NRS Enrollment

As of May 15, the FY20 National Reporting System (NRS) projected enrollment for Adult Education is 1,960. This number includes all students who have attended class for 12 or more hours. The Adult Education Division is currently at 46% of the yearly enrollment goal of 65% for FY19. The annual enrollment goal for FY20 will remain at 65%.

NRS enrollment is presently below the program goal due to the recent change in Executive Directors, various open vacancies in several counties and Adult Education staff retiring or transferring to other departments within the College. Katrena Felder is strategically working on scheduling interviews to fill needed positions (i.e., instructors, transition specialist, paraprofessionals, substitutes and volunteers). Once hired, all new staff will be assigned a mentor and receive proper training.

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.

The College submitted a *FY2020 Merit-Based Pay Increases* plan to TCSG on May 23, 2019.

The plan specifies requirements for CPTC employees to be eligible for a 2% increase, which include:

- The employee should have worked and received a rating of at least 3-Satisfactory on their annual performance evaluation.
- The employee should have been hired or transferred from another agency to the College as of January 1, 2019.
- The employee should not have been placed on Decision Making Leave during FY2019.

Office of Economic Development – Dr. Pete Snell

CPTC Continuing Education now offers a discounted "Chamber Member Fee" with hopes that the local chambers will promote training.

Office of Institutional Effectiveness – Vince Jackson

CPTC Vision Statement

Through the 2019 Colleague Satisfaction Survey and Student Satisfaction Survey, both employees and students of CPTC were given the opportunity to review and express their satisfaction with the College's current Vision Statement. The results of the 2019 Colleague Satisfaction Survey were:

- 98.42% said they were familiar with the CPTC Vision Statement,
- 98.94% said they were satisfied with the CPTC Vision statement,

- 98.40% said that the College's programs and activities are in keeping with the institutional mission and vision statements.

The results of the 2019 Student Satisfaction Survey were:

- 97% of the students surveyed agreed that the CPTC Mission Statement was adequate.

The CPTC Vision Statement has been reviewed and approved by the Cabinet and College Council.

CPTC Procedures

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

- CPTC Procedure: Requesting Internet or Email History,
- CPTC Procedure: Wireless Access.

Office of the Provost – Lonnie Roberts

New billboard ads have been created and approved for Waycross, Jesup, Brunswick and Camden. The ads will be printed by July 1.

Three new video projects have been approved and are in the planning stages. General Education, Dual Enrollment and Camden footage is scheduled to shoot July 16-19.

Office of the President – Dr. Glenn Deibert

Tuition Increase

On June 6, 2019, the State Board of the Technical College System of Georgia approved a new tuition rate of \$100 per semester hour, effective Fall 2019. For five years, the tuition rate at the Technical College System of Georgia (TCSG) colleges has remained at \$89 per credit hour. The last time TCSG had a tuition increase was in 2014—\$4 a credit hour.

For Coastal Pines Technical College (CPTC), the tuition increase will generate an estimated additional revenue in the amount of \$660,240. This is based on a 5% increase in enrollment for FY20.

Dual Enrollment Changes

On May 3, 2019, the President of Georgia Student Finance Commission (GSFC) distributed an email/memo outlining how they will manage the estimated \$25 million dollar shortfall in the FY20 budget for dual enrollment.

Accordingly, GSFC will implement a change to the award rates paid on behalf of Dual Enrollment students. Beginning in the Fall term 2019 (FY 2020), the payment rate for book and fee awards will be \$0. Updated award charts will be posted online by May 14, 2019.

Meetings with numerous dual enrollment staff members are currently underway at the College in an effort to more efficiently and effectively offer dual enrollment. FY20 projections of this decision by GSFC is a loss of \$920,000 in revenue.

TCSG 265 Camden Campus Post-Bid Addendum

Two weeks ago, Dr. Glenn Deibert met with Sara Honeywill, TCSG Senior Executive Director for Facilities, and she has agreed that the College can move forward with some post-bid addendums for the Camden Campus.

That request has gone to the architect to design and to secure an estimated cost from the contractor (ICB).

MR&R Funds

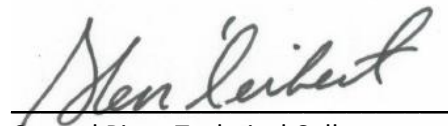
TCSG has informed us that CPTC has approximately \$147,000 left over from the Brunswick campus construction project. Sara Honeywill has agreed to move those funds into the College's MR&R funds.

CPTC Strategic Plan

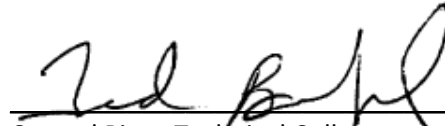
The College has been working on the new five-year Strategic Plan and will present it to the Local Board for review next month.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:25 p.m. The next CPTC Local Board of Directors' meeting is scheduled for July 18, 2019, at 12:00 p.m. on the Jesup Instructional Site.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair