



**Local Board of Directors Meeting
June 21, 2018**

Board Members Present

Paulo Albuquerque
Ted Buford, Chair
Grant Gainer
Lee Gowen
Lee Lewis
Gwen Mungin
Toni Nelson, Vice Chair
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
Natasha King, Executive Assistant to the President
Amanda Morris, Vice President for Academic Affairs
Kelly Peacock, Executive Director of Adult Education
Lonnie Roberts, Provost
Pete Snell, Vice President for Economic Development

Board Members Absent

Dr. Greg Jacobs
Daniel Johnson
Dr. Keith Johnson
Joy Burch-Meeks
Randal Morris

Staff Members Absent

Chad Boyett, Executive Director of Facilities
Derrell Harris, Executive Director of Information Technology
Melissa Lamb, Vice President for Administrative Services

Guests

Jasmine Butler, Student
Lori Cavagnaro, Student
Richard Chisenhall, Student

Jason Strickland, Dean for Academic Affairs
Cliff Caldwell, Neuromuscular Massage Therapy Instructor
Robin Rapp, Student

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, June 21, 2018, at 12:06 p.m. in room 1165 of the Golden Isles Instructional Site. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

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

NEUROMUSCULAR MESSAGE THERAPY PROGRAM PRESENTATION

Cliff Caldwell, Neuromuscular Massage Therapy Instructor, gave a brief update and shared a PowerPoint presentation on the Neuromuscular Massage Therapy Diploma program at CPTC.

Mr. Caldwell and several of the neuromuscular massage therapy students provided short chair massage demonstrations to the Local Board members and CPTC Cabinet members present.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Gwen Mungin, a second by Toni Nelson, minutes of the April 19, 2018, CPTC Local Board of Directors' meeting were unanimously approved.

Election of Chair and Vice Chair

Upon a motion by Gwen Mungin, a second by Lee Lewis, the board unanimously elected Ted Buford to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2019.

Upon a motion by Gwen Mungin, a second by Lee Lewis, the board unanimously elected Toni Nelson to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2019.

2018-2019 CPTC Board of Directors' Meeting Schedule – Proposal to Approve

Dr. Glenn Deibert presented and requested approval of the 2018-2019 Coastal Pines Technical College Board of Directors' meeting schedule.

Upon a motion by Lee Lewis, a second by Joel Varnedoe, the CPTC Local Board of Directors unanimously approved the 2018-2019 CPTC meeting schedule.

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

Office of Academic Affairs – Amanda Morris

The President and Academic Affairs met with the Georgia Board of Nursing May 17 in Macon. The College was granted developmental approval for the Associate of Science in Nursing for the Jesup Campus. Mrs. Kelly McQuaig has joined the College as the ASN Program Director. Mrs. McQuaig comes to the College with a wealth of nursing experience both in the clinical and educational environments. She has quickly begun her work on the required documentation to obtain approval to start the initial nursing classes. The lab areas for the nursing program are also taking shape. Three labs have been fully remodeled and furnished for the program. Equipment for the program has been ordered and should be in place by the end of the Summer.

The Timber Harvesting Operations Program (THOP) is hosting a group of seven international students from Cumbria England (U.K.). A Safety Kick-Off Luncheon was held May 29 at Laura Walker State Park with the College's international students, college students and several members of the THOP and Forestry advisory committee. The students were very busy with the operations program at Dixon Memorial State Park and enjoyed multiple visits from sponsors and advisory members.

Office of Administrative Services – Dr. Glenn Deibert

Dr. Glenn Deibert presented the administrative services report on behalf of 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.

Two purchasing items (Nursing Simulators and IT Equipment) were submitted to the State Board for approval May 22. Both items were approved at the June 7 State Board meeting.

New purchasing guidelines are effective July 1 for **federal** funding (Adult Literacy and Carl Perkins) which require obtaining bids for open market purchases of \$10,000 and over.

Office of Adult Education – Kelly Peacock

Kelly Peacock completed the Adult Education Division's FY2019 grant proposal for federal and state funding and it has been approved for a total of \$1,317, 828. The funds will be used to operate the Adult Education program from July 1, 2018 – June 30, 2019.

On May 30, the Adult Education Division received \$2000 from the Rayonier Foundation to support the Adult Education program in Wayne County and on May 3, Coastal United Way awarded the College's Adult Education Division \$5000 to support the Adult Education program in McIntosh & Glynn counties.

Office of Economic Development – Dr. Pete Snell

CPTC is part of a three college pilot program to host Georgia Fatherhood services for students and others. Most likely, a representative will have an office on the Jesup Campus and visit other CPTC locations as needed. Georgia Fatherhood helps a noncustodial parent with employment and other services to achieve self-sufficiency and improve quality of life with children.

Office of Institutional Effectiveness – Dr. Teresa Allen

In May, the College received the off-site committee's report concerning the analysis of CPTC's Compliance Certification.

The report identifies that the off-site committee determined the College's compliance with all but nine of the 72 standards. As a reference point, CPTC's SACSCOC advisor, Vice-President, Dr. John Hardt, stated that the College's report was outstanding, as the average number at this stage of the process for 87 institutions that completed the reaffirmation process in 2016 was 16.4.

In reviewing the report, the judgment of non-compliance is often based only on a small part of the standard, rather than the entire standard which will make the issues relatively easy to address. CPTC's accreditation team is compiling a Focus Report addressing the nine non-compliant standards for submission to SACSCOC and the on-site team in August.

Office of the Provost – Lonnie Roberts

As of June 7, the CPTC Foundation processed 148 scholarship applications and awarded \$12,680 to students for Summer Semester. From May 1 – June 5, 2018, the CPTC Foundation received \$11,708.33 in contributions.

The Institutional Advancement Division developed a social media schedule of posts to be implemented beginning June 15. The geo-fencing of various sites and locations for the new marketing campaign has started.

Office of Special Projects – Eva Byrd

The CPTC Summer Internship is a 4-week, 20 hours per week, paid internship program for rising 11th and 12th grade students. The program goal is to provide a unique opportunity to students who may not otherwise have access to this valuable experience. The Summer Internship began June 4 and will end June 28: Monday – Thursday, 8:00 a.m. – 1:00 p.m. During weeks 1-3, the students spend 2.5 hours per day in the Interpersonal Relations & Professional Development (EMPL 1000) class with instructor Dr. Michael-Angelo James and 2.5 hours per day working. During week 4 of the internship, the students will spend all 5 hours working each day.

CPTC has 14 high school students from both Ware and Pierce County High Schools participating in the internship. In the upcoming school year, these students will be in:

- 10th grade – 1 student
- 11th grade – 9 students
- 12th grade – 4 students

Office of Student Affairs – Karla Eubanks

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

- CPTC Procedure: Student Code of Conduct
- CPTC Procedure: Student Activity Fund Guidelines

As of June 17, enrollment for Summer Semester is 1469. Dual Enrollment consists of 246 students or 17% of the total enrollment. Enrollment for Summer Semester 2017 was 1355. The increase of 114 students from last Summer Semester accounts for an 8.41% increase.

As of May 31, Admissions has reviewed 197 Practical Nursing applications to fill 40 seats. Current rankings list 40 students at the cut-off GPA of 3.375. The ranked list is being reviewed and should be finalized soon. Admissions sent email acknowledgement letters to each via personal and CPTC accounts.

Office of the President – Dr. Glenn Deibert

Community Meetings

Numerous businesses within the College's 13 county service delivery area continue to request meetings with the College to discuss the shortage of applicants for manufacturing related jobs. Examples include Appling, Camden, Glynn, Jeff Davis, Wayne and Ware counties, and although some of the needs vary, there are many similar program areas such as Construction, Electrical, Industrial Systems, and Welding.

FY2018 Accomplishments and FY2019 Goals

This year, as in years past, CPTC has developed a document that was submitted to the Commissioner outlining the College's many accomplishments as well as some of the AY2019 goals.

College Benchmarks (AY2018) Update

Although some of the College's data will not be entered until the end of Summer semester, enough data has been entered to be able to determine if the College will meet (or not meet) some of the FY2018 benchmarks. A few examples are listed below.

Benchmark	Goal	Current	
Complete College Georgia	797	512	■
FTE	1,859	1,924	●
Dual Enrollment	2,170	2,275	●
Retention	66.7%	67.1%	●
Graduation	90.0%	80.3%	■
Companies Trained	67	73	●
Training Hours	3,633	8,375	●
Obtained a GED	85	94.1	●
Entered Postsecondary	28	42	●

Institutional Advancement Division

Advertisements for a Director of Institutional Advancement and a Marketing Coordinator were released last week. The decision was made to split marketing and the Foundation into two separate positions.

Camden County Groundbreaking Event

Numerous meetings, phone conferences and emails have transpired since Governor Deal signed the budget in May which included the \$17,795,000 for the new Camden County Campus for CPTC. The latest timeline of events for the construction of the new campus is outlined below.

Please note this is subject to change based upon numerous factors as the College progresses through the timeline.

May 18	Submit plans for State Fire Marshall Permit
June 4	Design Professional Issues RFQ
June 14	Bond Sale for project
June 26	Design Professional completes submittal evaluations
July 10	RFQ from bidders' is due
July 18	Notify shortlisted firms – bid starts (28 days)
August 15	Bids due
October 1	Notice to Proceed with construction
TBD	Groundbreaking Event

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

Ted Buford and Dr. Glenn Deibert expressed their appreciation and gratitude to Grant Gainer 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 Randal Morris, who also served nine years on the Local Board of Directors, and provide him with a certificate of appreciation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:42 p.m. The next CPTC Local Board of Directors' meeting is scheduled for July 19, 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