



**Local Board of Directors Meeting  
May 21, 2020**

**Board Members Present**

Ted Buford, Chair  
Dialo Cartwright  
Kurt Davis  
Artie Jones, Jr.  
Dewayne Johns  
Lee Lewis, Vice Chair  
Gwen Mungin  
Toni Nelson  
Jason Rubenbauer  
Joel Varnedoe

**Staff Members Present**

Dr. Glenn Deibert, President  
Eva Byrd, Project Manager  
Chad Boyett, Executive Director of Facilities  
Karla Eubanks, Vice President for Student Affairs  
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  
Lonnie Roberts, Provost  
Stephanie Roberts, Director of Institutional Advancement  
Pete Snell, Vice President for Economic Development

**Board Members Absent**

Lee Gowen  
Joy Burch-Meeks

**Staff Members Absent**

Amanda Morris, Vice President for Academic Affairs

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, May 21, 2020, at 12:02 p.m. in room 1458 of 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 Kurt Davis, the CPTC Local Board of Directors unanimously approved the agenda.*

**ACTION ITEMS**

**Approval of Minutes**

*Upon a motion to approve by Dewayne Johns, a second by Artie Jones, minutes of the March 19, 2020, CPTC Local Board of Directors' meeting were unanimously approved.*

**2020-2021 CPTC Board of Directors' Meeting Schedule – Proposal to Approve**

Dr. Glenn Deibert presented and requested approval of the 2020-2021 Coastal Pines Technical College Board of Directors' meeting schedule.

*Upon a motion by Artie Jones, a second by Toni Nelson, the CPTC Local Board of Directors unanimously approved the 2020-2021 CPTC meeting schedule.*

**FY21 Program Fees – Melissa Lamb**

Approval of the following program fee increases and new fees (effective Fall Semester) was requested:

- Cost Recovery Fees (TCSG approval NOT required)
  - Fee Increases
    - ATI Nursing Fee from \$664 to \$927
    - Respiratory Clinical Fee from \$75 to \$100
    - CPR Card Fee from \$8 to \$10
    - Dosimeter Fee from \$30 to \$40
    - Dosimeter Lost Fee from \$30 to \$95
  - New Fees
    - Respiratory: Kettering Seminar \$325
    - Neuromuscular: Edmentum \$55.55
- Standard Fees (TCSG approval required)
  - Fee Increase
    - Welding Program Fee from \$45 to \$55
  - New Fee
    - Phlebotomy Program Fee \$45

*Upon a motion to approve by Lee Lewis, a second by Artie Jones, the CPTC Local Board of Directors unanimously approved the program specific fees listed above.*

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

**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 FY21 Budget Reduction Plan for the College was submitted to TCSG May 7. FY21 State Allocations will be reduced by 14% from original FY20 State Allocations. This includes a \$1,923,874 reduction in Voc-Ed funds and a \$109,000 reduction in State Adult Ed funds. As of today, the anticipated FY20 budget cut amount has not been announced.

**Office of Adult Education – Katrena Felder**

The FY21 CPTC Adult Education Program Student Handbook has been reviewed and approved by the Cabinet and College Council.

Due to COVID-19, the Adult Education Division is providing online education and College and Career Readiness (CCRS) resources, which includes education work packets, to current and potential students located within the College's 13 county service delivery area.

**Office of Economic Development – Dr. Pete Snell**

The Rotary International Foundation approved the \$30,000 grant request submitted by four Glynn County Rotary groups. However, due to the Covid-19 pandemic, the Career Ready training sessions for high school graduates will not take place.

**Office of Institutional Advancement – Stephanie Roberts**

For Spring Semester, applications were processed and \$36, 203.67 has been dispersed for various scholarships. The CPTC Foundation will begin accepting scholarship applications for the Summer semester April 1.

The sporting clays tournament has been tentatively rescheduled for October 10 at Dorchester Shooting Preserve in Midway. Thus far, \$20,150 has been collected for the event with only \$1,467.44 spent in expenses.

**Office of Institutional Effectiveness – Vince Jackson**

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

- CPTC Procedure: Risk Assessment
- CPTC Procedure: Software Installation

An additional budget amendment concerning the new Horticulture Instructor position, needs to be made to the FY2020 budget. The FY2021 budget has been adjusted and there is now \$250,830 left for occupational equipment purchases. The FY2020 final budget amendment and the new FY2021 budget will need to be submitted before the end of June.

**Office of Student Affairs – Karla Eubanks**

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

- CPTC Procedure: Student Grading
- CPTC Procedure: Student Grade Point Average
- CPTC Procedure: Student Records Access
- CPTC Procedure: Articulation and Transfer
- CPTC Procedure: Satisfactory Academic Progress
- CPTC Student Access Loan (SAL) Default Management Plan
- CPTC Procedure: Pell Recalculation

The Application for Approval to Participate was submitted March 13. At this time, the College has not received communication from the DOE regarding the status. Approval must be received before CPTC can disburse Title IV Funds to students attending the new Camden Instructional Site.

**Office of the Provost – Lonnie Roberts**

The Technical College System of Georgia (TCSG) has drafted several documents associated with the reopening of the system office. The documents are not final as they are subject to change in the event new guidance is received from the Governor's Office, DPH, CDC, etc.

**Office of the President – Dr. Glenn Deibert**

During the latter part of April through May 12, all technical colleges were eligible to submit request for approval of very limited labs on campus. Internal (college level) approval for limited labs was authorized effective May 13, 2020. Limited lab approvals and follow up documentation requirements will closely mirror the Technical College System of Georgia's initial approval process. The process for CPTC includes:

- Submitted to CPTC President for approval,
- Inserted on appropriate limited lab schedule spreadsheet,
- Sign-in sheet required for each lab session,

- Signed waivers required for each student participating in a limited lab,
- Lab areas sanitized after each group,
- Social distancing and appropriate PPE utilized during the lab,
- Follow-up documentation stored on the T-Drive (Waivers and Sing-in sheets),
- Limited lab schedule spreadsheet updated each day. Highlight labs completed as scheduled and strike-through labs cancelled.

Three areas will now be utilizing limited labs: (1) Technical Education (credit classes), (2) Economic Development (non-credit) and (3) Adult Education (non-credit).

The construction of the new Camden campus is still ahead of schedule. The interior flooring (carpet and VCT) is being installed, the road is being prepared for paving and numerous finishes are being completed. The College still anticipates the material completion date will be late June. Then, the contractor has 30 days to finish the punch list while the College is installing furniture. The final step is to have equipment and technology delivered and set up.



The FY2021 Budget Reduction Plan for the College reflects a state mandated 14% reduction that totals \$1,923,874 for CPTC Technical Education and \$109,000 for CPTC Adult Education.

#### Technical Education

\$0	Furlough
\$134,852	Carry-over Funds
\$422,089	Full-Time Faculty (not filling five vacancies)
\$153,518	Part-Time Faculty (25 faculty & staff positions)
\$240,600	Reduction in Operating Funds Associated with Program Downsizing (12% reduction)
\$74,785	Converting Full-Time Faculty Positions to Part-Time
\$898,030	Other (including reduction in hours for faculty, reduction of operating budgets by 12%, IT eliminating support systems, and reduction of traditional textbooks moving them to an online format)
<b>\$1,923,874</b>	<b>Total Reduction (Technical Education)</b>

#### Adult Education

<u>\$115,284</u>	Full-Time Faculty (not filling two vacancies)
<b>\$115,284</b>	<b>Total Reduction (Adult Education)</b>

It is anticipated that many colleges will experience a decline in enrollment during AY2021. If the College experiences a reduction in tuition and fees due to a decline in enrollment, CPTC will primarily utilize furlough days as one means of making up the loss.

Currently, the College has a number of renovations taking place across campuses. A list of the major renovations and their status are listed below.

Campus	Description	Project Status	Estimated Cost	Funding Source(s)	Estimated Completion
Waycross	Building 1300	Work in progress	\$710,000	TCSG – MR&R	Sept 2020
Waycross	Auditorium	Bid awarded	\$315,000	CPTC – MR&R	Aug 2020
Jesup	Polytech Finishes	Bid awarded	\$369,366 L \$3,634 MRR	Local Funds & MR&R	Nov 2020
Jesup	Siemens Software	To be posted by TCSG, sole source	\$77,615.09	Local Funds	TBD
Jesup	HVAC Update	Need State Bd approval	\$475,599.98	Local Funds	TBD
Hwy 84 Sign	Repair Display	Posted for bids	\$61,000	Local Funds	TBD
Hazlehurst	HVAC Update	Bid specs designed	TBD	Local Funds or MR&R	FY2021

The Governor recently signed HB444, the Dual Enrollment Bill. Initial estimates indicate that the College will lose approximately 633 dual enrollment students this Fall and 874 students next Spring. However, the College anticipates a growth of approximately 100 - 150 students in both semesters and CPTC expects the opening of the Camden site will also offset some enrollment losses as well.

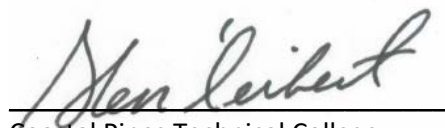
Due to the Coronavirus, it was decided by the TCSG that students entering Summer and Fall semesters will not have to ACCUPLACER test and will only have to submit “unofficial” transcripts until they have the opportunity to obtain official transcripts.

**Upcoming Events**

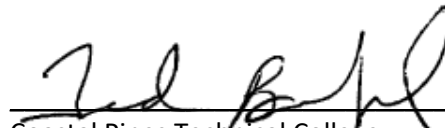
The next CPTC Local Board of Directors' meeting is scheduled for June 18, 2020, at 12:00 p.m. on the Jesup Instructional Site.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:28 p.m.



Coastal Pines Technical College  
President



Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair