

**Coastal Pines Technical College  
Board of Directors' Meeting  
Minutes  
October 20, 2016**

**Coastal Pines Board Members**

**Present:**

Ted Buford, Chair  
Joy Burch-Meeks  
Dr. Patrick Ebri  
Gwen Mungin  
Grant Gainer  
Lee Gowen  
Dr. Greg Jacobs  
Daniel Johnson

**Absent:**

Joel Hanner  
Randal Morris  
Jack Johnson  
Dr. Keith Johnson  
Toni Nelson, Vice Chair

**Coastal Pines Staff Present:**

Dr. Glenn Deibert, President  
Denise King, Executive Assistant, Local Board Operations  
Lonnie Roberts, Provost  
Amanda Morris, Vice President for Academic Affairs  
Eva Bird, Project Manager  
Dr. Pete Snell, Vice President for Economic Development  
Natasha King, Executive Assistant to the President  
Dr. Teresa Allen, Vice President for Instl. Effectiveness  
Kelly Peacock, Exec. Director of Adult Education  
Derrell Harris, Exec. Director of Information Technology  
Margaret Fairley, Part-time Assistant

**Guests:**

Cathy Montgomery, Director of Counseling & Special Services

**CALL TO ORDER**

The Board of Directors of Coastal Pines Technical College met October 20, 2016, 12:10 p.m. at the Jesup site. Ted Buford, Board Chair, called the meeting to order and Lonnie Roberts gave the invocation.

**ACTION ITEMS**

**Approval of Agenda**

Upon a motion by Gwen Mungin, a second by Grant Gainer, the Board unanimously approved the Agenda for the October 20, 2016, Coastal Pines Technical College Board of Directors' meeting.

**Approval of Minutes**

Upon a motion by Daniel Johnson, a second by Gwen Mungin, the Board unanimously approved the minutes of the September 15, 2016, Coastal Pines Technical College Board of Directors' meeting.

Upon a motion by Daniel Johnson, a second by Greg Jacobs, the Board unanimously approved the BA21 Business and Customer Service Technician TCC.

**BA21 Business and Customer Service Technology (version 201003) - TCC**

**Basic Data**

Program Name: Business and Customer Service Technology  
 Program Award Level: Technical Certificate  
 Program Credit Hours: 9 Credit Hours Program Length: 2 Terms  
 PAS Program Group: 0250

### Justification

**Program Description:** The Business and Customer Service program is designed to introduce the student to the dynamics of providing exceptional customer service in a variety of customer service settings. The training includes an overview of the service industry, why service is important and the demand for skilled customer service representatives. Training also includes developing skills that help the learner project the right image and develop interpersonal skills, build rapport, problems solve, address diversity and work collaboratively. Learners also train on the Microsoft Window Environment and learn to produce documents in Microsoft Office applications.

**Employment Trends:** The United States Department of Labor predicts faster than average growth for veterinary technician assistant positions through 2016. According to Georgia's Occupational Employment & Future Employment Outlook, Customer Service Representatives are in demand. Between 2006 and 2018 employment projections show a 19.6% percent change in employment through 2018. Annual wage and salary at entry level is \$20,066, has a middle range of \$32,006 and an experienced level at \$37,976. There are 4,620 opening expected each year through 2018.

### Curriculum

Name	Relation	Sem Seq	Lect Min	Lab2 Min	Lab3 Min	Intern Min	Clin Min	Cont Min	Cont Hrs	Semester Hrs
<b>BCST 1000 –</b>	N/A	1	1500	0	0	0	0	1500	30	2
<b>BCST 1020 –</b>	N/A	1	1500	0	0	0	0	1500	30	2
<b>BCST 1010 –</b>	N/A	2	750	3000	0	0	0	3750	75	3
<b>BCST 1030 –</b>	N/A	2	1500	0	0	0	0	1500	30	2
<b>Total Program Hours:</b>										<b>9</b>

### Admission Requirements

Minimum Required Age: 16

High School Diploma or GED Required:

- For Admission: No
- For Graduation: No (Basic Workforce Certificate)
- Minimum Test Scores:
  - Accuplacer Reading Comp: 55
  - Accuplacer Sentence Skills 60
  - Accuplacer Arithmetic 34
  - Accuplacer Elementary Algebra N/A

Upon a motion by Greg Jacobs, a second by Gwen Mungin, the Board unanimously approved the proposed Associate of Science in Education.

**Proposed Coastal Pines Technical College: Associate of Science in Education**

**Aligned to articulate into the College of Coastal Georgia: Bachelor of Science in Education – Middle Grades Education**

<b>Proposed Coastal Pines Technical College AS in Education</b>			
<b>Course</b>		<b>Course Credits</b>	<b>Articulated Credits</b>
	<b>Area I – Language Arts/Communication</b>		<b>6</b>
ENGL 1101	English Composition I	3	
ENGL 1102	English Composition II	3	
	<b>Area III – Mathematics (Choose one of the following courses)</b>		<b>3</b>
MATH 1111	College Algebra	3	
MATH 1113	Precalculus	3	
	<b>General Education Electives (Choose one of the following courses)</b>		<b>3</b>
COMM 1109	Human Communication	3	
COMP 1000	Introduction to Computers	3	
SOCI 1101	Introduction to Sociology	3	
	<b>Area IV - Humanities</b>		<b>3</b>
ENGL 2130	American Literature	3	
	<b>Area IV – Humanities/Fine Arts (Choose one of the following courses)</b>		<b>3</b>
ARTS 1101	Art Appreciation	3	
SPCH 1101	Public Speaking	3	
MUSC 1100	Music Appreciation	3	
	<b>Area III – Math Electives (Choose one of the following courses)</b>		<b>3</b>
MATH 1112	College Trigonometry	3	
MATH 1131	Calculus I	4	
MATH 1132	Calculus II	4	
	<b>Area III – Natural Sciences (Choose two of the following courses)</b>		<b>8</b>
BIOL 1111 and 1111L	Biology I and Lab	4	
BIOL 1112 and 1112L	Biology II and Lab	4	
CHEM 1151 and 1151L	Survey of Inorganic Chemistry I and Lab	4	
CHEM 1211 and 1211L	Chemistry I and Lab	4	
CHEM 1212 and 1212L	Chemistry II and Lab	4	
PHYS 1111 and 1111L	Introductory Physics I and Lab	4	

PHYS 1112 and 1112L	Introductory Physics II and Lab	4	
	<b>Area II – Social Science</b>		<b>3</b>
POLS 1101	American Government	3	
	<b>Area II – Social Science (Choose one of the following courses)</b>		<b>3</b>
HIST 2111	U.S. History I	3	
HIST 2112	U.S. History II	3	
	<b>Area II – Social Science Electives (Choose two of the following courses)</b>		<b>6</b>
HIST 2111	U.S. History I	3	
HIST 2112	U.S. History II	3	
PSYC 1101	Introductory Psychology	3	
SOCI 1101	Introduction to Sociology	3	
	<b>Required Occupational Courses</b>		<b>9</b>
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3	
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	
EDUC 2130	Exploring Teaching and Learning	3	
	<b>Concentration Courses – students must complete two courses from one concentration and one course from the other concentration</b>		<b>10-11</b>
	<b>Mathematics</b>		
MATH 1112	College Trigonometry	3	
MATH 1113	Precalculus	3	
MATH 1131	Calculus I	3	
MATH 1132	Calculus II	3	
	<b>Sciences</b>		
BIOL 1111 and 1111L	Biology I and Lab	4	
BIOL 1112 and 1112L	Biology II and Lab	4	
CHEM 1211 and 1211L	Chemistry I and Lab	4	
CHEM 1212 and 1212L	Chemistry II and Lab	4	
PHYS 1111 and 1111L	Introductory Physics I and Lab	4	
PHYS 1112 and 1112L	Introductory Physics II and Lab	4	
<b>CPTC TOTAL REQUIRED FOR GRADUATION</b>			<b>60-61</b>

## Academic Affairs

### Action Items

Academic Affairs requests that the following new programs be approved:

- Associate of Science, Education
- Business and Customer Service Technology TCC

### AS in Education

Coastal Pines Technical College has been approached by several local superintendents during our RESA meetings and have asked if CPTC could possibly offer an Associates of Science Degree in Education. The intent for developing and offering this program is to: (1) partner with the College of Coastal Georgia, (2) request the College of Coastal Georgia teach the three EDUC courses, (2) CPTC offer all of the other courses in this 60-61 hour degree, and pilot or offer it initially at Pierce County High School fall 2017.

### Business and Computer Service Technology TCC

The Business and Computer Service Technology TCC is a basic workforce certificate that enables Basic Workforce TCCs do not require a HS diploma or GED to enter the program and they do not require a HS diploma or GED for a student to be considered a completer if they have finished all the required course work in the TCC. The program standards for these TCCs will also clearly state that the TCC is Basic Workforce in the Admissions verbiage regarding HS Diploma or GED Required.

### **Information Sharing**

#### Cumbria England Trip update

Made great connections with three different colleges that are very likely to result in a collaboration for the following programs:

- Timber Harvesting
- Forestry
- Horticulture
- Paralegal Studies

#### Colleges visited were:

Lakes College – Workington, Cumbria, England

Newton-Rigg College – Penrith, Cumbria, England

University of Cumbria – Ambleside Campus, Ambleside, Cumbria, England

University of Cumbria – Carlisle-Fusehill Street Campus, Carlisle, Cumbria, England

### **Allied Health Division**

- Medical Assisting students and faculty will be celebrating Medical Assisting week the third week of October.
- Radiologic Technology students and faculty will be celebrating National Radiologic Technology Week November 6-12.

### **Business, Computer, and Professional Services Division**

- Cosmetology is planned for spring 2017 at the Camden Instructional Site.

### **General Education/MOWR Division**

The MOWR Fall 2016 Mini-mester classes:

- Ware County High School – Biology 1111/Lab
- Camden County High School – Nurse Aide, ENGL 1101, and Criminal Justice

The position for Dean for Academic Affairs, General Studies, Learning Support and Secondary Initiatives interviews were conducted on October 12, 2016.

### **Technical and Industrial Division**

The SALT conference, originally schedule for October 6, 2016, was postponed due to the effects of hurricane Matthew; we anticipate rescheduling the conference in February.

### **Distance Education – Director Chad Swanson**

- Fall 2016 Online Enrollment = 725
- Fall 2016 Online Classes = 79

CPTC hosted the Georgia Virtual Technical Connection (GVTC) Peer Group Meeting on October 11-13, 2016 at the Golden Isles site.

## **Administrative Services**

### **Items for Information**

#### **a. Accounting**

- A. FY2016 Risk Assessment Questionnaire was submitted to TCSG by the deadline of September 30<sup>th</sup>.
- B. The Transparency in Government Act (TIGA) Report was submitted to the State Accounting Office by the deadline of October 14<sup>th</sup>.
- C. HigherOne is now BankMobile Disbursements. BankMobile Disbursements now provides Coastal Pines Technical College with the same industry-leading service that CPTC has used for student financial aid refunds for a couple of years.

Current OneAccount account holders received a notification that the OneAccount held by WEX Bank will no longer be offered as of November 1, 2016, making way for the new student account, BankMobile Vibe.

If an account holder chooses to close their OneAccount, their OneAccount will be closed within 2 business days and a check mailed if they have a balance. They will be reminded to select a new refund delivery method for their next refund.

Please note that this only affects current account holders. All incoming students will receive a Refund Selection Kit with a code where they can choose how they would like to receive their refund, including deposit into an optional Vibe account, offered by BankMobile, a division of Customers Bank, deposit to an existing account, or receive a check. The refund selection kit no longer includes an inactive debit card.

- D. The State of Georgia has implemented Concur, a new online travel system. It is mandatory that all state agencies including TCSG and technical colleges have the system implemented by December 31, 2016. This will affect all full time employees and also part-time employees who travel on college business.

CPTC Administrative Services staff were trained to use the system on October 17 and 18. Within a short time period from

the initial training, TCSG personnel will come to the College for two days for training of *frequent travelers*. This training will be held in computer labs on the Jesup and Waycross campuses. All employees attending the TCSG training to be held at our College will be required to complete several items and online training by November 1, 2016.

*Frequent travelers* include all Executive Staff, Deans, Directors and Faculty and Staff who travel on a routine basis. The TCSG training is expected to be in early November and will be announced in the CRTC newsletter as soon as the dates are provided by TCSG. All other full time employees who do not attend the TCSG training at our College in November must complete the several items and online training by December 1, 2016.

- E. The State of Georgia is discontinuing the program in which State of Georgia employees may obtain an American Express card to use for travel expenses while official travel. The program will be discontinued as of November 1, 2016. Administrative Services is in the process of notifying employees of CPTC who are affected.
  
- F. The State of Georgia DOAS is making changes to the Purchasing Card Program. Program policies have been revised, implementation plans and additional training has been created to assist with the administration and utilization of the P-Card Program. Listed below are a few major changes to the P-card Policy:
  - State P-Card Policy will establish a \$1000 maximum single transaction limit (STL) for unplanned, non-routine, urgent point of sale transactions.
  - Purchases that are pre-approved and go through the requisitions process within Team Georgia Marketplace (TGM) may be made up to \$5000 (4999.99 or less).
  - Each state entity will be required to submit a P-card plan. By November 1, DOAS will be providing a template/format for submitting your P-Card plan. The plan for Coastal Pines Technical College is due on December 30, 2016.
  - The revised policy will enhance the responsibilities for Chief Financial Officers (CFO) agency heads, and college and university presidents.
  - The revised policy will require that agencies complete and submit to DOAS an annual self or internal audit.

**b. Human Resources**

- A. State Charitable Contribution Program for 2016-2017 (Unity, Hope, Desire: Making Dreams A Reality!) is from September

1, 2016 through November 15, 2016. Employees may visit <https://www.giveattheoffice.org/sccp/> to make pledges or may opt to support CPTC's upcoming bake sales, which will be held on the Jesup and Waycross campuses. Employee may also participate in the TCSG virtual run, Run4GA Virtual Race.

- B. 2017 State Health Benefit Plan Open Enrollment Dates will be from October 17 through November 4, 2016.** For 2017, the SHBP will continue to provide an array of vendors and plan options for our members, with new enhancements, such as an increased hearing aid benefit for children, telemedicine features and a second Medicare Advantage vendor. The Board's vote establishes member contribution rates and has published the options available for 2017.
- C. There will be changes to the Fair Labor Standard Act which will be effective December 1, 2016. The changes provide new guidelines on the determination of employees' classification as exempt or nonexempt. More information will be provided to affected employees and their supervisors.

**C. Asset Management**

- A. A complete physical inventory of all campuses/locations began on September 6. The physical inventory is scheduled to be completed by October 28. This inventory is required for compliance with requirements of the Technical College System of Georgia, State Accounting Office and Georgia Department of Audits and Accounts. It is very important that custodians of the inventory are present when the physical inventory is performed.

After the inventory (for which the custodian is responsible) has been verified and all changes are entered into the Asset Management systems, two copies of the final reports will be printed. The custodians will be asked to sign one copy verifying that all information is correct. This copy will be kept on file in Administrative Services. The second copy is for the custodians' records. Written transfer forms will not be required during this period only. Once the reports have been finalized, all custodians of CPTC inventory will return to the normal procedure of reporting transfers and location/custodian changes on a CPTC Equipment Transfer Form.

As the Asset Management Team is conducting the physical inventory they will also be working with instructors and staff concerning surplus property. Items that are inoperable and in poor condition will be photographed and information recorded in order to prepare the online surplus forms that are submitted to DOAS Surplus Property.



**d. The College Store**

- A. Christmas Open House will be held on the Golden Isles, Jesup, and Waycross locations of The College Store the week of November 7.
- B. The College Store is participating as a vendor during the MORE Event on the Jesup Campus on November 10.

**e. Staff Development and Meetings**

- A. Melissa Lamb attended her Leadership Wayne Class on October 13, 2016. The focus of the day was agriculture in Wayne County.
- B. Cynthia Linder and Katrina Howard attended Title IX Training on October 11 and 12 at Chattahoochee Technical College in Marietta, Georgia.
- C. Monica O'Quinn, Melissa Lamb, Patty Pritchett, Glenna Lastinger, Angie Crews, and Fidaa Saif attended Concur training at Wiregrass Technical College on October 17 and 18.

Coastal Pines Technical College  
 Statement of Revenue and Expenditures  
 For the Period Ending September 30, 2016  
 For the Fiscal Year Ending June 30, 2017

	ANNUAL BUDGET	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET %	BUDGET VARIANCE (OVER)
<u>PROJECT 01932 STATE FUNDS</u>				
Personal Services	\$ 11,229,083	\$ 2,789,305	24.84%	\$ 8,439,778
Operating	\$ 1,862,610.75	\$ 547,634.60	29.40%	\$ 1,314,976
TOTAL	\$ 13,091,693	\$ 3,336,939	25.49%	\$ 9,754,754
<u>CARL PERKINS TITLE II BASIC GRANT</u>				
Project 3236A001	\$ 412,405	\$ 76,404	18.53%	\$ 336,001
<u>COLLEGE WORK STUDY</u>				
Project 2417A002	\$ 64,750	\$ 4,605	7.11%	\$ 60,145
<u>REPAIR AND RENOVATION BOND FUNDS</u>				
Project 51325A	\$ 93,039	\$ 12,425.55	13.36%	\$ 80,613
Project 51336	\$ 525,858		0.00%	\$ 525,858
<u>OBSOLETE EQUIPMENT BOND FUNDS</u>				
Project 51322B	\$ 253,380		0.00%	\$ 253,380
<u>ADULT LITERACY GRANTS</u>				
Project 01938 State Funds	\$ 772,000	\$ 168,583	21.84%	\$ 603,417
Project 2636A Federal Funds	\$ 539,000	\$ 148,938	27.63%	\$ 390,062
Project 2646A Federal Staff Development	\$ 34,000	\$ 17,410	51.21%	\$ 16,590
Project 2656A Federal Institutional Funds	\$ 25,000	\$ 3,296	13.18%	\$ 21,704

Coastal Pines Technical College  
 Statement of Revenue and Expenditures  
 For the Period Ending September 30, 2016  
 For the Fiscal Year Ending June 30, 2017

<b><u>LOCAL PROJECTS</u></b>	CURRENT YR REVENUE	TOTAL EXPENDITURES	CURRENT YR BALANCE	PRIOR YEAR RESERVE	TOTAL BALANCE
<b>TUITION</b>	\$ 2,078,414	\$ 1,051,656	\$ 1,026,758	\$ 630,208	\$ 1,656,966
<b>TECHNOLOGY FEE</b>	189,853	68,010	121,843	1,320,195	1,442,038
<b>MISCELLANEOUS INCOME</b>	533,588	373,428	160,160		160,160
<b>ECONOMIC DEVELOPMENT</b>	47,610	52,131	(4,521)	408,217	403,696
<b>GED FEES</b>	19,565	9,437	10,128		10,128
<b>BOOKSTORE</b>	421,301	382,380	38,921	818,636	857,557
<b>TOTAL</b>	<b>\$ 3,290,331</b>	<b>\$ 1,937,042</b>	<b>\$ 1,353,289</b>	<b>\$ 3,177,256</b>	<b>\$ 4,530,544</b>

**COASTAL PINES TECHNICAL COLLEGE  
NOTES TO FINANCIAL REPORT  
September 30, 2016**

**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.

**Carl Perkins Grant**

This is federal money passed through to our College from TCSG. The 3236A001 Basic Grant funded four (4) full-time positions and operating funds for instructional programs.

**College Work Study**

Project 2417A002 is the College Work Study Project for Fiscal Year 2017. This project funds 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.

**Bond Funds**

Project 51325A is Repair and Renovation Bond Funds for Coastal Pines Technical College in the amount of \$93,039. The funds were carried over from FY2016 and are available to use through June 30, 2017.

Project 51336 is Repair and Renovation Bond Funds for Coastal Pines Technical College in the amount of \$525,858. These bond funds are available to use through June 30, 2018.

Project 51322B is Obsolete Equipment Bond Funds for Coastal Pines Technical College in the amount of \$253,380.

These bond funds are available to use through June 30, 2018.

**Adult Literacy Grants**

Project 01938 funds the Director, Assistant Director, three support staff, ten full-time instructors, and a transition specialist of the Adult Literacy Department for our service delivery area.

Project 2636A funds four full-time instructors, numerous part-time instructors/paraprofessionals, and the expenses of adult literacy programs throughout our Service Delivery Area.

Project 2646A funds staff development activities for the staff of the Adult Literacy Department.

Project 2656A funds the expenses of adult literacy programs in institutional locations throughout the Service Delivery Area.

**COASTAL PINES TECHNICAL COLLEGE  
NOTES TO FINANCIAL REPORT  
September 30, 2016**

**Local Projects**

Current Year Revenue for each project reflects tuition/fees for a pro-rata share of summer 2016 semester and fall 2016 semester. Expenditures reflect those incurred for this fiscal year through September 30, 2016.

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

Dr. Pete Snell reported that

- Corporate Training was coming back up.
- Continuing Education will be doing a mass mailing to expand.
- They are continuing to distribute monthly letters to Business and Industry.
- They are doing a new Facebook Ad Campaign.
- The CPTC Department of Economic Development has agreed to pilot a new data system for non-credit students.
- There will be a hospitality stakeholders meeting to recruit and train workers through WIA.

## Institutional Effectiveness

### 1. QEP Committee

The QEP Committee continues to work on finalizing the QEP topic for SACSCOC Reaffirmation. Surveys will be available at the October 20<sup>th</sup> meeting for Board Members to provide feedback concerning the QEP topic suggestions.

### 2. Staff Development

CPTC's Staff Development day will be held Thursday, December 15.

### 3. SACSCOC

- CPTC currently has 2 prospectuses' submitted to SACSCOC requesting approval to have five (5) high school sites approved so CPTC can offer 100% of programs on the high school campuses.
- IE has provided SACSCOC with five (5) new programs to begin Spring semester 2017 semester or after.

## Provost Report

### ACTION/DISCUSSION ITEMS

### INFORMATION ITEMS

#### 1. J-233 Camden Center Renovation

The project involves approximately 2600 sq. ft. of construction at College of Coastal Georgia's Camden Center. The completed project will provide facilities for Coastal Pines Technical College to offer a Cosmetology program. The project includes new construction and renovation of one room.

The punchlist inspection was held on September 29<sup>th</sup>. The contractor will be working to correct items identified during the inspection.

#### 2. BAS at College of Coastal Georgia

On September 19<sup>th</sup>, I met with Bill Garland and Skip Mounts from College of Georgia Georgia. We discussed ways to publicize the Bachelor of Applied Science degree at CCGA and how our AAS degrees will transfer into that program.

### 3. Leadership Waycross

Spoke to the Leadership Waycross class on September 14<sup>th</sup> and presented an update on CPTC construction projects.

### 4. Wayne County Retired Educators

On September 19<sup>th</sup>, Monica O'Quinn and I attended the Wayne County Retired Educators luncheon. I presented the Retired Educator of the Year Award and gave an update on CPTC.

## Institutional Advancement Board Report

### Marketing & Public Relations

Advertising to impact spring semester has begun. Special emphasis is on the new programs for the Camden and Golden Isles campuses. We are also stressing financial aid opportunities, including the SIWD Grant.

#### Leadership Waycross Class

The Leadership Waycross Class of 2016 visited the Waycross campus Wednesday, September 14, 2016, as part of Education Day. CPTC officials gave 8-minute presentations. Then students demonstrated a skill recently learned as part of the program.

#### **Advancement**

#### Toolbox Scholarship Golf Tournament

The 2016 CPTC Foundation Toolbox Scholarship Golf Tournament will be held **October 21, 2016**, at the Okfenokee Country Club and Golf Course. Proceeds will benefit CPTC students through the Toolbox Scholarship Fund. Deserving and eligible students will receive assistance with tuition, program tools, and textbooks. The Foundation is currently seeking sponsors, teams, players, prizes, and donations. All are invited to join them for lunch at 11:30 a.m.

#### AT&T Grant

The \$10,000 grant request was approved by AT&T. The funds will support scholarships for the new Extreme Motorsports Fabrication certificate program.

#### Terry Thomas Foundation Grant

The Advancement Office will submit a \$5,000 grant to the Terry Thomas Foundation by the November 30 deadline. The funds, if approved, will fund Free Application Day for many of the counties we serve.

#### Waycross-Ware County Chamber of Commerce Rise & Shine

Coastal Pines Technical College hosted the October Rise and Shine event for the Waycross-Ware County Chamber of Commerce. A number of CPTC faculty and staff attended to share program information with the community.

#### CPTC Hosts Appreciation Luncheon – Federated Garden Clubs of Waycross

Coastal Pines Technical College (CPTC) hosted a celebration luncheon and signing ceremony October 11, 2016, in honor of the Federated Garden Clubs of Waycross, Inc. for establishing the CPTC Foundation Environmental Science Scholarship Fund. The Rose Garden Club and the Okfenokee Garden Club of the Waycross Federated Garden Clubs gifted \$10,000 to the CPTC

Foundation earlier in the year to establish the fund. The substantial gift will be invested to establish a permanent endowment. The Waycross Federated Garden Clubs also presented an additional donation on behalf of the Rose Garden Club for immediate awards to eligible students.

### Funds Raised

Reports from various sources were pulled to calculate Funds Raised for Coastal Pines Technical College as part of the College of the Year matrix. TCSG staff is going to great lengths to ensure that same information is being pulled and compared. Cindy will share the final report when it's prepared and shared.

### TCSG Leadership Conference

Several trustees attended the TCSG Leadership Conference in Savannah October 3-5, 2016. Those attending were Larry Paulk, Bill Higginson, Miriam Murray, and Dr. Bonnie Davis. Also attending from the Foundation Office were Melinda Laager and Cindy Tanner.

### MORE Event Planning Committee Meeting

The MORE Committee is working to finalize plans and ticket sales for the November 10, 2016, event. Suzanne Dukes LeRoux from Wayne County will speak on "Reinventing Yourself." Suzanne was an attorney before following her dream to develop an organic skincare line. Suzanne's company, One Love Organics, is now sold in Sephora and other high end boutiques around the United States. The event will be from 10 a.m. – 2 p.m. Vendors are invited to participate and sell items for the holiday season. There will be lots of prizes and fun prior to the luncheon at noon. Tickets are \$40 per person or \$300 for a table of 8. Sponsorship opportunities are still available.

### United Way of Coastal Georgia Grant

The Advancement Office and the Adult Education Department is working on a United Way of Coastal Georgia grant to benefit Adult Literacy in the coastal counties. The grant proposal is due in October. \$10,000 will be requested for supplies.

## **Adult Education**

Kelly Peacock reported that we had 800 Adult Education students thus far this year. The Eagle competition was held this week and Shawn Tuberville from Jesup is the winner.

## **Student Affairs Board Report**

### **Information Items**

#### **1. Enrollment**

As of September 27, 2016, Coastal Pines enrollment for Fall Semester 2016 is 2557. MOWR accounts for 901 of the 2557. Last year's enrollment for Fall Semester was 2445.

The applicant to registered student percentage for Fall 2016 is 59.1%, which is up from 50% for Fall 2015. The 9.1% increase accounts for 233 additional students.

#### **2. MOWR Enrollment**

MOWR enrollment is 901 for Fall 2016 which is an 18.5% increase in enrollment from Fall 2015. Fall 2015 enrollment was 760. We are anticipating an additional 250 MOWR students to be added during the mini-mester between Camden and Ware County High Schools.

#### **3. Admissions**



Spring 2017 Semester Enrollment as of 9/1/16		Spring 2016 EOT	AY17/AY16 Difference
Applications	601	1761	-1160
Incomplete	439	609	
Completed Not Accepted	37	82	
Accepted	116	1019	-903

**4. Recruitment and Enrollment Management**

September Recruitment	
Information Packets	134
Customer Contacts	44
Campus Visits	8
Recruitment Events	7

**5. Competitive Entry**

The application deadline has been extended until October 31, 2016 for the Practical Nursing class entering Spring 2017. Preliminary selections have already been conducted, but the final selections will be made after grades are entered for Fall Semester 2016.

**6. Georgia Student Finance Commission Audit**

Coastal Pines Technical College is currently undergoing a Georgia Student Finance Commission (GSFC) audit. The initial visit on September 27<sup>th</sup> went well with no missing documents.

**7. September Assessment Center Results**

	ACCUPLACER	GED	Pearson VUE	Pest Control	TABE	Work Ready	Miscellaneous
Waycross	30	(Economic Development)					
Golden Isles	16	62	9	4	7	3	16 Cosm. Students-3x
Jesup	25	5	6	3	0	1	
Baxley	8						
Hazlehurst	2						
Alma	2						
Camden	7						
MOWR	412						
<b>Total</b>	<b>502</b>	<b>67</b>	<b>15</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>16</b>

“Miscellaneous” column includes proctoring Online Blackboard exams for 16 Cosmetology students on 3 occasions.

**8. FISAP**

The Fiscal Operations Report and Application to Participate (FISAP) was submitted September 28, 2016 before the September 30, 2016 deadline. The FISAP reports Coastal Pines Technical College’s fiscal operations for 2015-2016 and requests campus-based funds for 2017-2018.

**9. Eligibility and Certification Approval Report for Title IV**

Coastal Pines Technical College has received its most recent Eligibility and Certification Approval report for Title IV aid after just four months from the submission date. This was a pleasant surprise since previous applications took almost a year. This approval added five programs for Pell eligibility: Neuromuscular Massage Therapist, Paralegal Studies, Hair Designer, Pre-Hospital EMS Operations, and Timber Harvesting Operations.

**10. Graduate Placement Data Completed for AY 16**

Graduate Placement Data entry has been completed for the 2016 Graduate Data and Placement report. Coastal Pines Technical College’s final In-Field Placement Rate is 94.4% with a total Placement Rate of 99.5%.

**11. Federal Work Study**

During the month of September, there were 19 job postings for the Federal Work Study program. A total of 54 student applications were received as of September 29, 2016. Ten positions were filled with nine positions still open on the CPTC employment site.

**12. TEAMS Early Intervention System**

April Hennecke, Coordinator of Testing and Assessment, has been working on TEAMS during Lauren McCullough’s (Student Navigator) medical leave. During the month of September 2016 there were a total of 37 alerts placed, 12 assigned, 16 closed, and 9 unassigned.

**13. TCSG Fall GED Conference**

April Hennecke, Coordinator of Testing and Assessment, attended the TCSG Fall GED Conference in Atlanta September 27-29. During the conference, April gave a presentation on achieving national certification through the National Collegiate Testing Association. Her portion of the presentation dealt specifically with test center policies and procedures, as well as confidentiality. As part of her presentation, April created a policy and procedures manual that can serve as a template for other TCSG schools. April Hennecke is working toward CPTC becoming the first TCSG institution to receive national certification.

**14. Georgia Occupational Award of Leadership and Rick Perkins Award**

The 2017 Georgia Occupational Award of Leadership (GOAL) and Rick Perkins Award (RPA) year kicked off on September 27, 2016. All faculty and staff were notified by email and through the CPTC Newsletter of rules and qualifications, deadlines for nomination forms and competition dates. Stephanie Roberts is the GOAL Coordinator for CPTC, and Buck Thigpen is the RPA Coordinator for CPTC.

**15. Services Provided by the Counseling and Special Services Team—September 2016**

	<b>Career Counseling</b>	<b>Disability/Accommodations</b>	<b>Personal Counseling</b>	<b>TEAMS Counseling</b>
Waycross	16	42	18	2
Golden Isles	7	27	13	1
Jesup	11	15	11	2
Alma	0	0	0	0
Baxley	1	2	1	0
Hazlehurst	1	1	0	1
Camden	3	0	0	0
<b>TOTAL</b>	<b>39</b>	<b>87</b>	<b>43</b>	<b>6</b>

### **16. Staff Travel & Training:**

- a. Student Success Academy – Athens, GA – September 18-21, 2016 – September 18-19 – Chris Jeancake; September 18-20 – Buck Thigpen, Cathy Montgomery, Stephanie Roberts, Tara Eichfeld, Tiffany McLean, and Tina Manning; September 18-21 – Austin Johnson and Karla Eubanks
- b. 2016 Fall GED Conference – Atlanta, GA – September 27-29, 2016 – April Hennecke
- c. Associate of Title IX Administrators Investigator training – Ackworth, GA – October 11-12, 2016 – Karla Eubanks, Cathy Montgomery
- d. 2016 Secondary Initiatives Fall Peer Group Meeting – Athens, GA – October 12-13, 2016 – Kate Bussey, Tashina Jackson, Carley McDonald, and Eryn Parsons

## **President's Board Report**

### **Pierce County High School – Considering College & Career Academy**

The Pierce County school system is considering applying for a College and Career academy grant that would be constructed in conjunction with their new high school. Thursday, September 29, Mark Peavy and I met with Superintendent DeLoach and several of her leadership team to discuss the details in an effort for them to make an informed decision.

### **Hurricane Matthew Debriefing**

Coastal Pines Technical College (CPTC) was very fortunate in regards to experiencing minimal damage to facilities at all locations as a result of Hurricane Matthew's destructive path along the Georgia coastal counties.

With the exception of the coastal counties (Camden, Glynn, and McIntosh), operations returned to normal at all locations Monday, October 10. Some classes resumed in Glynn County Wednesday, October 12, and in Camden County Thursday, October 13. Because the College serves such a large area and has multiple locations, it may be easier to provide an update by location.

### **Waycross**

There was some water intrusion into one of the buildings but it was not major. The campus also had damage to some signs, trees, and a lot of debris. Classes and operations have returned to normal.

### **Jesup**

There was damage to some signs, the fence behind building 3000, and the warehouse roll up door. There were also limbs that fell and general debris. The Polytech Building served as a staging/housing area for about 25-30 Georgia Department of Transportation personnel. The GDOT crews arrived around 10 a.m. on Friday and stayed in the Polytech Building until Sunday morning. Classes and operations have returned to normal.

### **Baxley**

There was one leak in the 2000 building. Other than this and some general debris, the instructional site fared well. Classes and operations have returned to normal.

### **Hazlehurst**

No damage has been found. Classes and operations have returned to normal.

### **Alma**

No damage has been found. Classes and operations have returned to normal.

### **Camden County**

The College of Coastal Georgia will not resume operations until Thursday and the Camden Center will remain closed until then. Since the College's classroom space is at the Camden Center, all

CPTC classes at the Camden Center remained cancelled until 7 a.m., Thursday, October 13. However, since Camden County public schools reopened on Tuesday, MOWR classes resumed at Camden County High School on Tuesday, October 11.

**Golden Isles (Glynn County)**

CPTC (Glynn County) Damage appears to be minimal. The main (video) sign had an LED panel pop out and some campus directional signage was damaged. The instructional site was used as a staging area for various agencies. Some faculty and staff returned to work Monday, October 10. Most classes resumed Wednesday, October 12.

**Golden Isles – GICA (Glynn County)**

The Glynn County Public School system was closed until Monday, October 17. Therefore, CPTC did not hold any classes at the Golden Isles Career Academy that week. The Vice President for Academic Affairs and Deans moved classes normally held at GICA over to the CPTC building and resumed some classes on Wednesday, October 12.

**NEXT MEETING DATE/TIME**

The next meeting of the Coastal Pines Technical College Board of Directors is scheduled for Thursday, November 17, 2016, 12:00 p.m. at the Waycross Campus.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 1:30 p.m.

  
\_\_\_\_\_  
Coastal Pines Technical College  
President

  
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Coastal Pines Technical College  
Board Chair or Vice Chair