



**Local Board of Directors Meeting
September 19, 2019**

Board Members Present

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

Staff Members Present

Dr. Glenn Deibert, President
Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
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
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

Joy Burch-Meeks
Joel Varnedoe

Staff Members Absent

None

Guests

Rebecca Salko, ASN Director
Tina Raineri, ASN Instructor
Cynthia Wagner, ASN Instructor

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, September 19, 2019, at 12:05 p.m. in rooms 436 and 437 of the Jesup Instructional Site. Ted Buford, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Upon a motion to approve by Toni Nelson, a second by Gwen Mungin, minutes of the August 15, 2019, CPTC Local Board of Directors' meeting were unanimously approved.

2019-2020 CPTC ACADEMIC CALENDAR – Karla Eubanks

Due to Hurricane Dorian, all College campuses were closed Tuesday, September 3 – Saturday, September 7, 2019, and all on-site classes were cancelled. As such, the College is required to make up the classes missed.

Karla Eubanks recommends the following changes to the AY2019-2020 Academic Calendar to make up the classes missed due to Hurricane Dorian:

- **September 3 & September 5 (Tuesday/Thursday Classes)** – The College proposes that Tuesday, November 26, which is currently a work/annual leave option day, be changed to a regular work day (classes in session).
- **September 4 (Wednesday Class)** – The College proposes that Monday, December 9 become the last day of classes. Finals will be moved to Tuesday, December 10 and Wednesday December 11.
 - Grades will be due Monday, December 16 by 5:00 p.m.
- **September 6 and September 7 (Friday/Saturday Classes)** – NONE – The weekend class schedule already has an additional weekend built in so no make-up days are required.

In summary, the proposal is to only make up one Tuesday/Thursday and one Monday/Wednesday class and ask Tuesday/Thursday instructors to adjust and make up the additional lost time as needed.

Upon a motion to approve by Artie Jones Jr., a second by Gwen Mungin, the CPTC Local Board of Directors unanimously approved the proposed make up days listed above.

ASSOCIATE OF SCIENCE NURSING PROGRAM PRESENTATION AND TOUR – Rebecca Salko, Tina Raineri & Cynthia Wagner

Rebecca Salko, ASN Director, Tina Raineri, ASN Instructor and Cynthia Wagner, ASN Instructor gave a brief update on the Associate of Science Nursing (ASN) program at CPTC. A tour of the ASN classroom and labs followed.

CPTC WHO WE ARE VIDEO – Lonnie Roberts

Board members viewed the final version of the CPTC 'Who We Are' and 'Camden is Coming' videos created by h2o. The videos have been loaded to YouTube and are now available to the public for viewing.

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

Office of Academic Affairs – Amanda Morris

The Neuromuscular Massage Therapy program had new curtains installed at the Golden Isles Instructional Site. Room 2213 on the Waycross Campus is being converted into an evening classroom/lab. Three of the four program graduates have successfully passed the MBLEx State Licensure Examination.

The General Education Department is currently reviewing new OER courses to begin implementing in January. This will assist the College's students with cost savings for textbooks as well as resources for the faculty. The department is also working to expand the part-of-term classes as well as weekend offerings to broaden the class offerings to students.

Adult Education Report – Katrena Felder

The Adult Education Division's RFA Grant for federal and state funding has been approved and renewed for the FY2020 program year, which will run from July 1, 2019 to June 30, 2020.

For FY21, the RFA Grant for Adult Education will be competitive and all TCSG adult education program administrators will attend a RFA Grant training in Spring of FY20. This training will provide the support needed to apply and complete the grant.

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 annual enrollment goal for FY20 will remain at 65%.

Due to FY19 low enrollment, CPTC's Adult Education Program has been placed on a Performance Improvement Plan (PIP) for one year. Katrena Felder has formed a PIP team and completed a workable plan of action that involves:

- Increasing recruitment and being more visible in various communities,
- creating an electronic tracking system to better monitor student attendance and progress,
- providing staff training on better quality of customer service and delivery of services and
- transitioning from TABE 9/10 to TABE 11/12 to increase the programs outcomes and success rate.

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.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell is currently in discussions with Glynn, Ware, Pierce, Jeff Davis, Appling, Bacon and Brantley counties to create an Employer WorkSource Entry-level training program. The program will provide entry-level training for high school graduates and GED students. It will be a three-week training program that comprises basic skills with an emphasis on work ethic. There is a potential for work experience option and guaranteed interviews.

Office of Institutional Advancement – Stephanie Roberts

For Fall Semester, 186 applications were processed and \$22,432.80 was dispersed for various scholarships. This amount does not include the 'Purge' funding, which was an additional \$4,817.78.

Office of Institutional Effectiveness – Vince Jackson

The CoAEMSP self-study for the Paramedic Technology Program was submitted August 30. The self-study was completed by Ray Powers and reviewed by Dr. Faye Mathis, Teresa Allen, Vince Jackson and Amanda Morris prior to submission.

Office of Student Affairs – Karla Eubanks

There are 764 graduate awards for Summer semester with 616 unduplicated graduates. Of these, 104 students signed up to participate in the Commencement Ceremony held Thursday, September 12 at the Waycross Middle School Auditorium. Representative James Burchett was the guest speaker.

Board members received and reviewed a spreadsheet listing the Summer semester graduates, which included the graduates' program of study and degree earned.

Office of the Provost – Lonnie Roberts

The Marketing Division worked with the h2o Creative Group to edit and finalize the Camden Hype and Dual Enrollment videos.

Office of the President – Dr. Glenn Deibert

Dr. Deibert is happy to report that the College did not sustain any damage as a result of Hurricane Dorian.

All full-time and part-time State employees are being required by Governor Kemp to complete Cybersecurity training. The online training should be released very soon and the deadline for completion will be mid-November, CPTC will have to work quickly to meet the 100% mandatory participation.

The pictures below show the Camden County Campus block and structural steel work as of September 10, 2019. The project continues to be on schedule, possibly even a few days ahead of schedule.



As the College approaches the deadlines for College data, staff will continue to monitor and finalize data associated with these and other benchmarks. As of September 12, 2019, here are a few key FY19 numbers:

Benchmark	FY18	FY19	Benchmark	FY18	FY19
Total Credit Enrollment	4,728	5,352	Graduates (Dual Enrollment)	296	679
Enrollment (FTE)	1,923	2,208	Awards (Dual Enrollment)	395	787
Dual Enrollment	2,281	2,791	Job Placement Rate (overall)	99.4%	99.8%
Retention Rate	68.5%	69.6%	Job Placement Rate (in-field)	95.1%	95.6%
DE Conversion Rate	9.3%	10.6%	Adult Education Enrollment	768	762
HS Equivalency Conv. Rate	18.3%	22.0%	Adult Educ (College/Career Prep)	547	382
Graduates	1,184	1,537	HS Equivalency Graduates (GED)	117	142
Awards	1,855	2,116	Cont Education – Companies Trained	83	95
Graduates (HOPE CG)	800	976	Cont Education – Training Hours	12,717	14,265

Note: Some of this data is not final until later this month.

OCTOBER LOCAL BOARD MEETING

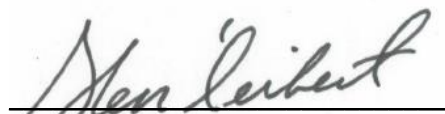
Following discussion, the CPTC Local Board of Directors unanimously agreed by consent to move the October 17 Board meeting to Monday, October 28, 7:00 p.m., at the Cotton Exchange in Savannah, Georgia. The meeting will take place during the 2019 annual TCDA/TCFA Leadership Conference.

UPCOMING EVENTS

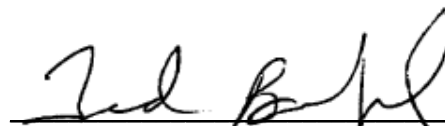
The 2019 annual TCDA/TCFA Leadership Conference is scheduled for October 28-30, 2019, at the Hyatt Regency in Savannah, Georgia.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:38 p.m. The next CPTC Local Board of Directors' meeting is scheduled for October 28, 2019, 7:00 p.m., in Savannah, Georgia.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair