



**Local Board of Directors Meeting  
September 20, 2018**

**Board Members Present**

Paulo Albuquerque  
Ted Buford, Chair  
Lee Gowen  
Dr. Greg Jacobs  
Lee Lewis  
Gwen Mungin  
Joel Varnedoe

**Staff Members Present**

Dr. Glenn Deibert, President  
Eva Byrd, Project Manager  
Karla Eubanks, Vice President for Student Affairs  
Vince Jackson, Vice President for Institutional Effectiveness  
Natasha King, Executive Assistant to the President  
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**

Daniel Johnson  
Dr. Keith Johnson  
Joy Burch-Meeks  
Toni Nelson, Vice Chair

**Staff Members Absent**

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

**Guests**

Cynthia Linder, Human Resources Director

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, September 20, 2018, at 12:02 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 Dr. Greg Jacobs, a second by Paulo Albuquerque, the CPTC Local Board of Directors unanimously approved the agenda.*

**QUALITY ENHANCEMENT PLAN (QEP) PRESENTATION**

Dr. Glenn Deibert gave a brief update on the College's Quality Enhancement Plan (QEP). Following the meeting, a copy of the QEP PowerPoint will be e-mailed out to all Local Board members.

**ACTION ITEMS**

**APPROVAL OF MINUTES**

*Upon a motion to approve by Gwen Mungin, a second by Lee Lewis, minutes of the July 19, 2018, CPTC Local Board of Directors' meeting were unanimously approved.*

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

**Office of Academic Affairs – Amanda Morris**

Dr. Glenn Deibert and Amanda Morris attended a meeting with Camden County High School and the Camden Development Authority August 24, 2018, to proceed with plans to begin a Marine Engine Technology Program at Camden Co. High School. Following the meeting, CTAE Director, Lisa Gleason provided a tour of the school and the dual enrollment classes that are currently in progress. It was a great opportunity to meet with the dual enrollment faculty and learn about the great things that are happening at Camden Co. High School.

The College continues to work on the report for the ASN Program Initial Accreditation and Visit. The initial approval report is due October 1, 2018, and the site visit will occur sometime in November.

The Nurse Aide program had a total of 32 students test Summer semester. Six of the students did not pass, however, thus far, one of the six has retested and passed. This gives the program a pass rate of 84%.

The Nurse Aide program has identified the testing skill of pulse for the state exam to be posing a challenge for the program students. Pulse will be practiced each time students enter the lab, to include all six steps. Pulse is also being added as one of the program's Student Learning Outcomes for the year.

**Office of Administrative Services – Dr. Glenn Deibert**

Dr. Glenn Deibert presented on behalf of Melissa Lamb.

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

- CPTC Procedure: Budget Planning
- CPTC Procedure: Change Fund
- CPTC Procedure: Faculty Hiring
- CPTC Procedure: Fuel Cards
- CPTC Procedure: Personnel Files
- CPTC Procedure: Performance Evaluations
- CPTC Procedure: Purchasing
- CPTC Procedure: Risk Management
- CPTC Procedure: Travel

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**

The following CPTC procedure has been revised and approved by the Cabinet and College Council:

- CPTC Procedure: Firearms, Weapons and Explosives

There are new voluntary groups of community stakeholders comprising employers, Chamber of Commerce, Development Authority, DOL, WIOA, school system, technical college system, university system, etc. who are all working together to address strategic workforce development awareness. Specifically, they are developing solutions to address manufacturing workforce development awareness. A brand is being considered for development that includes logos and other possibilities such as websites. Upcoming events during the week of National Manufacturing Day (October 5) include an

industry tour of Rayonier Advanced Materials in Jesup and CSX in Waycross for those in education who influence the selection of career pathways of middle and high school students. Following the tour will be a facilitated lunch presentation and discussion about manufacturing workforce development challenges and solutions. Both of these programs should help expand and increase dual enrollment.

**Office of Institutional Effectiveness – Vince Jackson**

Plans for the College's on-site team visit the week of October 8-11, 2018, are being finalized. During the visit, interviews with some Local Board members, as well as students will be conducted. Dr. Glenn Deibert will notify board members of the date and time of the board interviews as soon as the official schedule has been confirmed.

**Office of Institutional Advancement – Stephanie Roberts**

For Fall Semester (2019-12), \$39,888 has been dispersed for various scholarships.

Thus far, the CPTC Foundation has received \$3,068.90 in income, which includes \$868.00 from Gretchen Corbin Last Mile Fund and \$500.00 for the Jane Ryals Weininger Fund.

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament has been scheduled for October 19, 2018. Registration is open and teams are still needed. Volunteers are needed to work the golf tournament; if anyone would like to volunteer, please let Stephanie Roberts know.

**Office of Student Affairs – Karla Eubanks**

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

- CPTC Procedure: Admissions
- CPTC Procedure: Assessment

As of September 10, enrollment for Fall Semester is 3487. Dual Enrollment consists of 1829 students or approximately 52.5% of the total enrollment. Enrollment for Fall Semester 2017 was 3052. The increase of 435 students from last Fall Semester accounts for a 14.25% increase.

The College has met its benchmark goal of 797 Complete College Georgia graduates for FY2018. The Technical College System of Georgia sets this benchmark. For FY2018, the College had 811 CCG graduates (14 over the goal).

**Office of the Provost – Lonnie Roberts**

Cabinet members have reviewed the steps the College should take when faced with a potential hurricane or severe weather threat. The duties and responsibilities for key leadership members have been identified and reviewed.

Discussions are underway for future marketing campaigns. Aaron Sones and Heather Parker plan to visit sometime in October to discuss strategy.

**Office of the President – Dr. Glenn Deibert**  
**MR&R Awards from TCSG (\$784,044)**

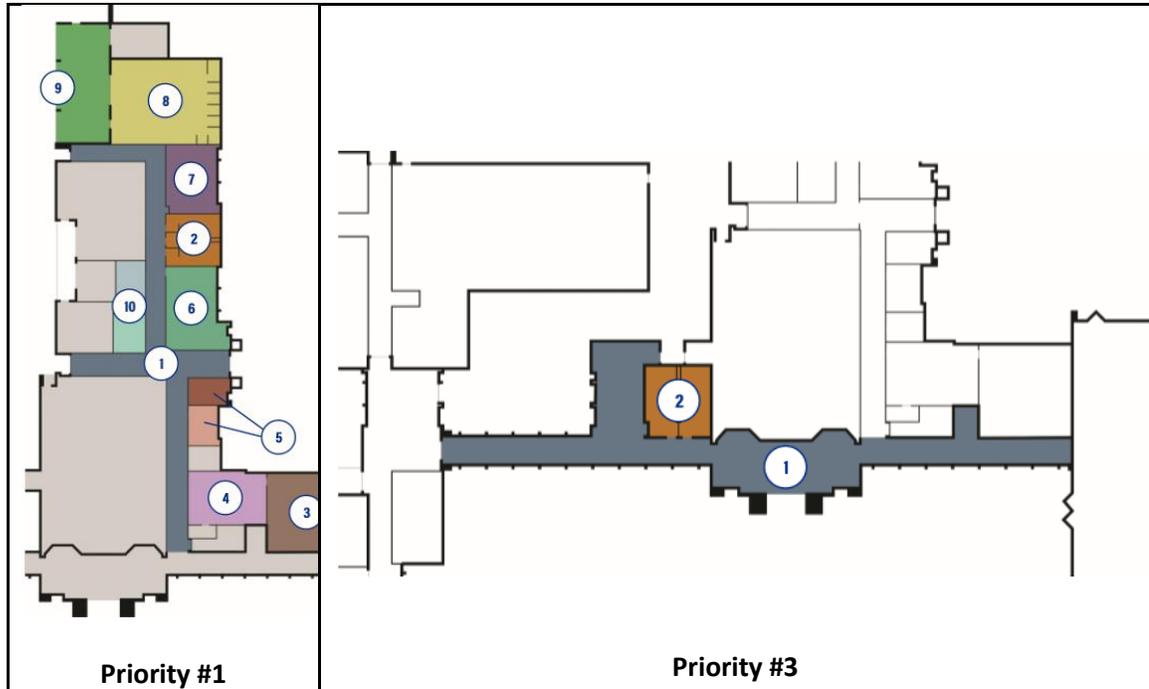
TCSG has awarded CPTC's MR&R Priority #1 and #3 requests for FY2019. Studio8 Architects are now working on the construction drawings (bid documents). A brief description of each project is listed below.

- **MR&R Priority #1**

This project will provide a wide variety of upgrades to finishes and will provide new energy efficient light fixtures and low-flow plumbing fixtures. The project encompasses 9,030 square feet within the 1300 building on the Waycross campus at a scheduled cost of \$599,044.

- **MR&R Priority #3**

This project includes building 1300 Corridor and Restroom Upgrades on the Waycross campus at an estimated cost of \$185,000.



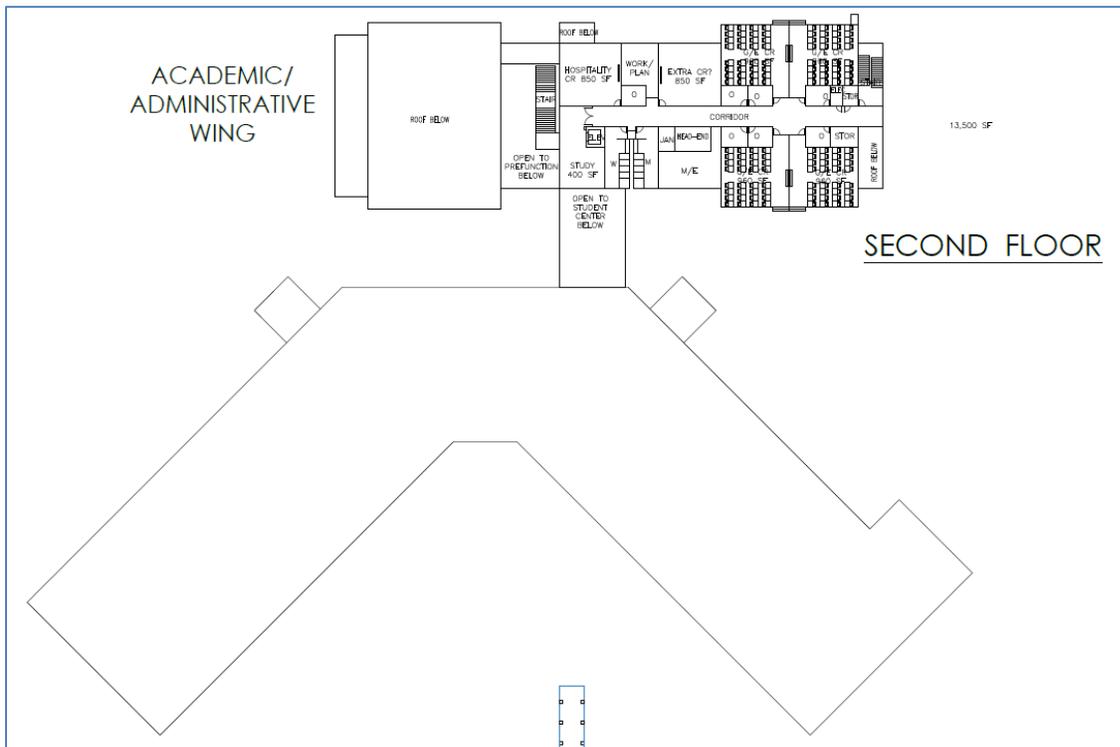
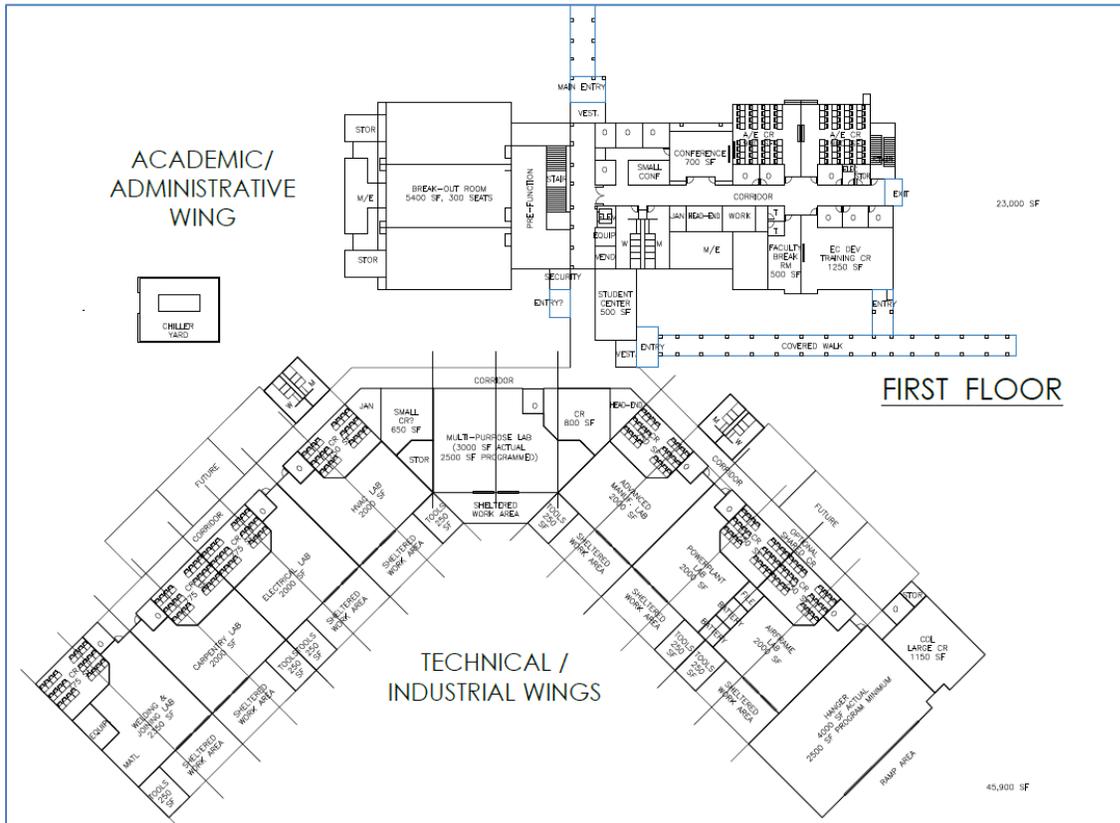
### Campus Renovations

Several other campus renovation projects are either underway or will be bid very soon. Those projects and their status are:

- Building 5000 renovations for the Adult Education space in Waycross (in progress),
- New tile flooring for the main building in Jesup (started this week),
- New tile flooring for a portion of the 1400 building in Waycross (October start date),
- Building 1200 restroom renovation (ready for bid).

### 2020 Capital Outlay Request

The College is pre-planning for the 2020 Capital Outlay Request which will be the second building for the Golden Isles (Brunswick) campus. Community discussions on workforce development needs have produced a preliminary list of academic programs. Studio8 has been contracted to deliver a simple programming study and the initial single line layout of the building is shown below.



### **TCSG-265 Camden Campus – Schedule Update**

A Request for Qualifications (RFQ) was issued September 7, 2018, by the Georgia Student Finance Investment Commissions (GSFIC). October 5, 2018, GSFIC will review the RFQs and make a determination as to which general contractors are eligible to bid on the project. Until a general contractor and more specific dates are established, the College will not be able to set a groundbreaking date.

### **Entry Level Workforce Certificates (2.0 GPA)**

During the July and September President's Council meetings, the College Presidents approved to place all regular admit and dual enrollment students with a high school GPA of 2.0 or above in the currently designated "Entry Level Workforce Certificates" without an additional test score requirement. This currently includes 124 certificate programs.

### **Upcoming Curriculum Revisions**

Over the past few years there has been a tremendous amount of discussion regarding the length of diplomas and degree programs. The decision has been made, partly due to business and industry recommendations, to create a shorter time to completion of credentials without sacrificing quality. The methods that will be employed to make this happen include:

- Program curriculum revisions will be done aggressively to enable shorter time to completion without sacrificing quality.
- It was agreed upon that upcoming curriculum revisions will provide for a class/lecture structure and single lab structure. This will eliminate the often confusing dual lab structures.
- Through the process, each program area will address where to place any needed demonstration elements.
- Initial curriculum revisions will be completed in the following program areas:
  - Auto Collision
  - Automotive Technology
  - Diesel Equipment Technology
  - Industrial Systems Technology
  - Mechatronics, and
  - Welding and Joining Technology

### **Test Scores – Expiration**

Colleges now have the discretionary authority to utilize test scores regardless of age, with the exception of COMPASS, for the purposes of admissions.

### **UPCOMING EVETNS**

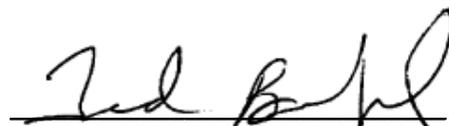
The 2018 annual TCDA leadership conference is scheduled for October 29-31, 2018, at the Hyatt Regency in Savannah, Georgia.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:40 p.m. The next CPTC Local Board of Directors' meeting is scheduled for October 18, 2018, 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