



**Local Board of Directors Meeting  
February 18, 2021**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Kurt Davis  
Dewayne Johns  
Artie Jones, Jr.  
Jason Rubenbauer

**Staff Members Present**

Lonnie Roberts, President  
Lauralee Beauregard, Marketing Coordinator  
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  
Stephanie Roberts, Director of Institutional Advancement  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Lee Gowen  
Toni Nelson, Vice Chair  
Joel Varnedoe

**Staff Members Absent**

None

**Guests**

Ted Buford

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, February 18, 2021, at 12:05 p.m. in rooms 436 and 437 on the Jesup Instructional Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Jason Rubenbauer, a second by Dewayne Johns, the CPTC Local Board of Directors unanimously approved the agenda as edited.*

**ACTION ITEM**

**Approval of Minutes**

*Upon a motion to approve by Artie Jones Jr., a second by Dialo Cartwright, minutes of the January 21, 2021, CPTC Local Board of Directors' meeting were unanimously approved.*

**FY21/22 Program Specific Fees – Melissa Lamb**

Melissa Lamb made a recommendation to approve the following fee increase, which will be effective Summer 2021 Semester:

- Random Drug Screen Fee (TCSG approval not required)
  - Increase the random drug screen fee from \$115 to \$141.00 per semester for the CDL Program.

*Upon a motion to approve by Dewayne Johns, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the program specific fee listed above.*

Melissa Lamb made a recommendation to approve removing the following fee, which will be effective Summer 2021 Semester:

- Respiratory Technology Data ARC Fee (TCSG approval not required)
  - Students are not being charged this \$60 fee (it was replaced by other nursing fees).

*Upon a motion to approve by Dewayne Johns, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved removing the program specific fee listed above.*

**New Program Request – Amanda Morris**

Amanda Morris made a recommendation to approve the following new program:

- Foundation of Computer Programming, TCC (FF41)

The Foundations of Computer Programming (FF41) TCC will be used in conjunction with the Strengthening Community College's Grant. This TCC will only require a notification to SACSCOC since the percentage of new courses added to CPTC's course catalog is under 49% (only 1 course).

FF41 will also assist the College in fulfilling the request made by CPTC's dual enrollment partners (high schools) to offer a programming language course. Beginning FY 2023, all high schools will be required to offer at least one computer programming course to students. This TCC will be able to fulfil two areas of need for the College.

*Upon a motion to approve by Jason Rubenbauer, a second by Kurt Davis, the CPTC Local Board of Directors unanimously approved the new program listed above.*

**President Emeritus – Lonnie Roberts**

Lonnie Roberts made a recommendation to submit a request to the TCSG Commissioner to make Dr. Glenn Deibert President Emeritus of Coastal Pines Technical College.

*Upon a motion to approve by Artie Jones Jr., a second by Dewayne Johns, the CPTC Local Board of Directors unanimously approved submitting a request to the TCSG Commissioner to make Dr. Glenn Deibert President Emeritus of Coastal Pines Technical College.*

**New Board Members – Lee Lewis**

Lee Lewis made the following recommendations:

- Ted Buford as a new board member to represent Wayne County.
- Gwen Mungin as a new board member to represent Camden County.

*Upon a motion to approve by Artie Jones Jr., a second by Dialo Cartwright, the CPTC Local Board of Directors unanimously approved the nomination of the individuals listed above and forwarding the nominations to the State Board of the Technical College System of Georgia (TCSG) for final review and action.*

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

**Office of Academic Affairs – Amanda Morris**

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

- CPTC Procedure: Faculty Absence and Class Dismissal
- CPTC Procedure: Academic Advisement
- CPTC Procedure: Safe Driver Procedure for Commercial Truck Driving Program

The Neuromuscular Massage Therapy students are currently taking board exams. Five out of eight graduates have passed their boards.

The Nurse Aide program on the Camden Instructional Site has successfully completed its first Nurse Aide program with 100% pass rate.

The Electronics, Industrial Systems, and Engineering programs are developing a schedule where similar courses such as Direct Currents, Alternating Currents and Solid-State Devices can be taught by one instructor but providing lectured lessons to all students. Students will attend their home campuses with the luxury of having lectures provided via TEAMS utilizing the help of their home Instructor with the labs. This will make it easier for students if an instructor is out sick and provide more time for the instructor to work individually in the lab.

**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 Adult Education – Katrena Felder**

CPTC's Adult Education Program received a contingent award letter from the TCSG's Office of Adult Education for Fiscal Year 2022. The grant cycle will last from July 1, 2021 to June 30, 2025, contingent upon an annual renewal process.

Under this grant, CPTC will receive federal Adult Education & Family Literacy Act (AEFLA) and state matching funds for the following activities: Adult Basic & Secondary Education, Corrections Education (funded under WIOA Section 225), English Language Acquisition Services and Integrated English Literacy & Civics Education (funded under WIOA Section 243).

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

The Career Ready Certificate has completed its third training session with two students who are currently pursuing entry-level employment in manufacturing or hospitality. The next training session is scheduled to begin March 15 to primarily support the hospitality industry with recruitment for the beginning of tourism season. The fifth and final session is scheduled to begin June 1 and will focus on high school graduates who are not pursuing higher education or selective service.

**Office of Institutional Advancement – Stephanie Roberts**

The CPTC Foundation, in conjunction with the Terry Thomas Foundation, will be sponsoring two free application days for Summer Semester, which are scheduled for February 23 and March 30.

The IA Division is assisting in the administration of the CARES Act scholarship process for Spring Semester. The CARES Act scholarship closes February 17. In order to award as much monies possible for this scholarship, the CPTC Foundation will delay awarding Foundation Scholarships other than book scholarships and a couple of other notable scholarships.

**Office of Institutional Effectiveness – Vince Jackson**

The Automotive equipment for Baxley which was requested to be purchased with this year's USDA grant (\$128,018) was posted by Octavia to the bid registry and the posting was completed February 2. Bids will now be tabulated and the College will request State Board approval for the purchase at the next meeting (if necessary). Reminder that it's once again time to begin thinking about a USDA project for this upcoming year.

**Office of Marketing – Lauralee Beauregard**

The Marketing Division will be working with Network Technology Solutions to create a new CPTC Website.

The College's virtual graduation ceremony for the Fall semester 2020 graduates was live streamed Thursday, January 28, 2021.

**Office of Student Affairs – Karla Eubanks**

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

As of February 8, CPTC has 3597 students registered for Spring Semester. Enrollment for Spring 2020 was 4320. Dual Enrollment is currently at 1760 registered students. The enrollment decline was expected due to the changes to Dual Enrollment in HB444 and the ongoing pandemic.

**Office of the President – Lonnie Roberts**

The Academy Board has approved the hiring of Dr. Glenn Deibert as CEO of SPCCA on a part-time basis. Appling County has approved Cogdell Mendrala Architects as the architect for the project.

The bids required for the renovations planned for the Hazlehurst Instructional Site is scheduled to close February 24. The architect is working on plans for the Baxley renovations.

Vince Jackson, Vice President of Institutional Effectiveness has been chosen to serve as the College's Open Records Officer. Melissa Lamb, Vice President of Administrative Services has been chosen to serve as the President's Designee for Appeals.

A delegation from the Brunswick-Golden Isles Chamber of Commerce visited Atlanta to meet with state officials concerning funding for a new building at CPTC's Golden Isles Campus. Meetings were held with Senate and House Appropriations Chairs, TCSG Commissioner, House Minority Leader, local legislative delegation, and Georgia Chamber of Commerce.

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for March 18, 2021, at 12:00 p.m. on the Waycross Campus.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:12 p.m.



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Coastal Pines Technical College  
President



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Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair