



**Local Board of Directors Meeting  
January 21, 2021**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Lee Gowen  
Dewayne Johns  
Artie Jones, Jr.  
Toni Nelson, Vice Chair  
Jason Rubenbauer

**Staff Members Present**

Dr. Glenn Deibert, President  
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  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Kurt Davis  
Joel Varnedoe

**Staff Members Absent**

Chad Boyett, Executive Director of Facilities

**Guests**

Ted Buford

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, January 21, 2021, at 12:03 p.m. in room 1458 on the Waycross Campus. 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 Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the agenda.*

**ACTION ITEM**

**Approval of Minutes**

*Upon a motion to approve by Toni Nelson, a second by Artie Jones Jr., minutes of the November 19, 2020, 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**

CPTC's application for candidacy has been granted by the Accreditation Commission for Education in Nursing (ACEN) for the College's Associate of Science Nursing Program (ASN). Effective January 11, 2021, the nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires January 11, 2023.

The Golden Isles College and Career Academy (GICCA), the Golden Isles Development Authority and the College have partnered to present 'This Girl Can'. This is a workshop in which girls will partner with an adult female mentor to learn to use basic welding and machining to make one of three "make & take" projects. The girls will also learn about the manufacturing industry and the many career opportunities available in Glynn County. There is a limit of six students and six adults to ensure social distancing measures. The workshops will be held at GICCA January 14, 19, and 21. The deadline to register is not later than one week prior to the workshop.

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

- CPTC Procedure: Budget Planning – Revised
- CPTC Procedure: Performance Evaluations – Revised
- CPTC Procedure: Statement of Equal Opportunity – Revised

**Office of Adult Education – Katrena Felder**

The Technical College System of Georgia's (TCSG) Office of Adult Education (OAE), will conduct a virtual Fiscal and Program Audit on CPTC's Adult Education Program. OAE provided a Local Program Monitoring Guide and has scheduled the audits for the following dates:

- Fiscal Audit                      January 11 – 12, 2021
- Program Audit                      February 16 – 17, 2021

Within 30 days of the monitoring visit, OAE will provide the program with a completed Monitoring Review Form outlining commendations, required actions and recommended actions.

**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.

Dr. Pete Snell will be meeting with Keep Glynn Running to discuss future employer partner funding for the Career Ready Certificate program. Pending the Keep Glynn Running and input from Glynn County's four Rotary groups.

**Office of Institutional Advancement – Stephanie Roberts**

The CPTC Foundation has received the following donations since November 2020:

- Satilla REMC \$20,000
- CSX \$2,500
- Charles Eames \$500
- Bagwell Foundation \$2,000
- Rayonier \$1,000
- Georgia Power \$1,200

The CPTC Foundation trustees created a new Scholarship at their year-end meeting in December. The Glenn Deibert Scholarship was created to honor the College's retiring President. The trustees donated funds to get the scholarship started. It will be posted to the Foundation website after Dr. Deibert retires and will be available to students beginning Fall Semester 2021. Scholarship will be open to students in any program on any campus.

**Office of Institutional Effectiveness – Vince Jackson**

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

- CPTC Procedure: Account Management
- CPTC Procedure: Computer and System Logging
- CPTC Procedure: Physical and Environmental Protection

Work has begun on the 2022 Perkins Plan. Several meetings are planned to ensure that the technical colleges are covering everything in the plan to support purchasing and salaries. CPTC's first amendment to the Perkins budget for 2021 has been submitted to TCSG. Once approval has been received, the College can request state board approval for the large dollar items and proceed with purchasing.

**Office of Student Affairs – Karla Eubanks**

A virtual graduation ceremony is planned for the Fall semester 2020 graduates. The link will be posted Thursday, January 28, 2021. At this time, the College has 101 graduates participating with 90 credit and 11 GED graduates. Each graduate was asked to submit a picture that will show up when their name is called. Thirty-nine (39) photos have been received. Graduates will not be assessed the \$40 graduation participation fee.

Students who are attending Spring semester can apply for a CARES Scholarship through a link on the CPTC website. The Federal Higher Education Emergency Relief Fund (HEERF) funds awarded to CPTC under the Coronavirus Aid, Relief, and Economic Security (CARES) Act are being made available for student scholarships. After evaluating the applications and determining eligibility, physical checks will be printed and made available for eligible students to pick up on their home campus. Eligibility requirements are outlined on the CPTC website.

**Office of the Provost – Lonnie Roberts**

The Marketing Division has updated the digital marketing assets for both Spring and early Summer enrollment.

The printed copies of the College's Annual Report have been received and will be mailed to community partners and other colleges January 12.

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

The second Memorandum of Understanding (MOU) required by TCSG for the distribution of funding has been signed by the Appling County Board of Education, Coastal Pines Technical College and the Technical College System of Georgia.

During their work session this month, the Appling Board of Education interviewed two architects for the Southern Pines College and Career Academy (SPCCA). The College anticipates action will be taken and an architect hired during their January 25, 2021, meeting.

As CPTC moves closer to completing the bid ready construction documents required for the renovations planned for the Baxley and Hazlehurst sites, the College is conducting a large scale clean-up of those sites. This includes the proper disposal of any outdated documents, furniture and equipment. After renovations are completed, the College plans on purchasing some new furniture and equipment for these areas.

On January 12, 2021, Governor Kemp released his Amended FY 2021 and FY 2022 budget recommendations. In the amended budget, the governor recommended an additional \$3,513,691 to technical education to reflect a formula increase that was not included in the FY 2021 budget. In addition to that amount being restored in the FY 2022 budget, the proposal includes \$6,084,672 to reflect enrollment and square footage increase.

The Technical College System of Georgia's State Board approved the appointment of Lonnie Roberts during their January 14, 2021, special called meeting. A smooth transition is already underway and the College is proud to have Lonnie as the second President of Coastal Pines Technical College.

**UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for February 18, 2021, at 12:00 p.m. on the Jesup Instructional Site.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:15 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