



**Local Board of Directors Meeting  
July 15, 2021**

**Board Members Present**

Lee Lewis, Chair  
Dialo Cartwright  
Ted Buford  
Kurt Davis  
Artie Jones, Jr.  
Gwen Mungin  
Jason Rubenbauer  
Ralph Staffins, III  
Joel Varnedoe

**Staff Members Present**

Lonnie Roberts, President  
Lauralee Beauregard, Marketing Coordinator  
Chad Boyett, Executive Director of Facilities  
Karla Eubanks, Vice President for Student Affairs  
Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology  
Natasha King, Executive Assistant to the President  
Melissa Lamb, Vice President for Administrative Services  
Amanda Morris, Executive VP and VP for Academic Affairs  
Stephanie Roberts, Executive Director of College  
Advancement  
Dr. Pete Snell, Vice President for Economic Development

**Board Members Absent**

Dewayne Johns

**Staff Members Absent**

Eva Byrd, Project Manager  
Vince Jackson, Vice President for Institutional Effectiveness

**Guests**

Lee Gowen  
Toni Nelson

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 15, 2021, at 12:06 p.m. in room 1458 of the Waycross, Campus. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

**APPROVAL OF AGENDA**

*Upon a motion to approve by Artie Jones Jr., a second by Kurt Davis, the CPTC Local Board of Directors unanimously approved the agenda.*

**TCDA CERTIFICATE AND GIFT PRESENTATION – Lee Lewis & Lonnie Roberts**

The terms of Board members Lee Gowen and Toni Nelson expired at the end of June 2021. Lee Lewis and Lonnie Roberts expressed their appreciation and gratitude to Mr. Gowen and Mrs. Nelson for their years of dedication to the College and the CPTC Local Board of Directors. In addition, Mr. Lewis and Mr. Roberts presented them with a certificate of appreciation from the Technical College Directors' Association of Georgia.

## **ACTION ITEMS**

### **Approval of Minutes**

*Upon a motion to approve by Jason Rubenbauer, a second by Gwen Mungin, minutes of the June 8, 2021, CPTC Local Board of Directors' meeting were unanimously approved.*

### **Election of Chair and Vice Chair**

*Upon a motion by Artie Jones Jr., a second by Gwen Mungin, the board unanimously elected Lee Lewis to serve as Chair of the Coastal Pines Technical College Board of Directors for FY2022.*

*Upon a motion by Artie Jones Jr., a second by Jason Rubenbauer, the board unanimously elected Kurt Davis, to serve as Vice Chair of the Coastal Pines Technical College Board of Directors for FY2022.*

### **New Program Request – Amanda Morris**

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

- Nurse Aide Accelerated, TCC
  - Coastal Pines Technical College is requesting approval for the Nurse Aide Accelerated Technical Certificate of Credit.

*Upon a motion to approve by Joel Varnedoe, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the new program listed above.*

## **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:

- Procedure: Attendance
- Procedure: Faculty Role in Academics and Governance
- Procedure: Tutoring Services
- Procedure: Program Approval and Termination
- Procedure: Attendance Appeal Process

The Summer 2021 Practical Nursing Pinning Ceremony is scheduled for August 5 at 2:00 p.m. in Miller Lecture Hall on the Waycross Campus.

Chad Swanson, Dean for Academic Affairs, is currently working with Camden County High School to offer the following additional dual enrollment programs: Garden Center Technician, Basic Automotive and Light Repair and Basic Marine Engine Repair Technician.

### **Office of Administrative Services – Melissa Lamb**

Board members received a handout showing the College's year-to-date HEERF3 funding.

### **Office of Adult Education – Katrena Felder**

GALIS Report #AE095, WIOA Table 4, displays the WIOA local totals of the number of students enrolled, total attendance hours, MSG, separated, remaining, and percentages by entering educational functioning level for all POPs (Periods of Participation) for FY22 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **26**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **2**

- Total Number of Students Enrolled for both ABE & ESL: **28**
- Total Hours of Attendance both ABE & ESL students: **72.25**
- Total Percentage of ABE students who achieved a MSG: 2 = **7.69%**
- Total Percentage of ESL students who achieved a MSG: 0 = **0%**
- Total GED's earned for fiscal year FY2022: **2**

**Office of College Advancement – Stephanie Roberts**

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

- Procedure: Production of College Publications and Promotional Items

The CPTC Foundation recently received decisions on the following grants:

- Rayonier \$1,000
- Okefenokee Ministerial Association \$500
- Dollar General Literacy Grant Declined
- UW Coastal Georgia – Adult Ed Declined
- Pinova Pending
- AT&T \$2,000
- Georgia Pacific Pending
- TCSG FDN – Last Mile Fund \$8,597

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

The new Oracle data system went live July 1. CPTC is the first technical college to implement and test the new system. The system appears to also cater to credit and adult education.

CPTC's Economic Development goals for FY2021 were better than expected. The division met its goal for budget and unduplicated number of employers. However, as expected, the division fell short of its goal for training hours. The division is off to a good start for the FY2022 year with several employer training discussions in process.

**Office of Institutional Effectiveness – Lonnie Roberts**

Lonnie Roberts presented on behalf of Vince Jackson.

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

- CPTC Procedure: Requesting Internet or Email History
- CPTC Procedure: Table Acquisition and Usage Procedure
- CPTC Procedure: Use of Personal Mobile Devices for Business Communications
- CPTC Procedure: VPN Access
- CPTC Procedure: Mobile Device Procedures
- CPTC Procedure: Wireless Access
- CPTC Procedure: Risk Assessment Process: Managing Risks and Vulnerabilities

The FY2022 Perkins allocation has been approved by the Technical College System of Georgia (TCSG).

Salaries	\$295,456.87
Equipment	\$319,819.41
Disability Services	\$7,404.72
Professional Development	\$9,911.00
<b>TOTAL</b>	<b>\$632,592.00</b>

The Carl D. Perkins Career and Technical Education Act provides a federal allocation to state governments to support secondary and postsecondary institutions who offer career and technical education opportunities. In Georgia, the Technical College System of Georgia (TCSG) provides the allocation based on each College's number of individuals who are federal Pell grant recipients. Perkins allocations are designed to:

- increase the focus on academic achievement of career and technical education students,
- strengthen the connections between secondary and postsecondary education, and
- improve state and local accountability.

Perkins funds may be expended to:

- improve occupational specific programs including the purchase of equipment, learning materials, and instructional aids.
- provide services to enhance students' opportunities of graduating and obtaining employment.
- enhance learning and completion opportunities for students with special needs.
- provide faculty/staff training to improve instruction and delivery of services to students.

**Office of Student Affairs – Karla Eubanks**

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

As of July 1, CPTC has 753 students registered for Fall semester. Enrollment for Fall 2020 was 3,604 with 1,853 of those being dual enrollment students.

CPTC held a free application day on June 22 and received 60 applications. The College has scheduled a free application week July 24 – 30.

A completion ceremony is scheduled for Thursday, July 22 for the Naval Maintenance apprentices who have completed a program of study. The ceremony will be held at the College of Coastal Georgia's Camden Campus auditorium at 1:00 p.m. CPTC has 67 students participating in the completion ceremony. TRF is under more strict social distancing requirements and family members and guests are not invited. However, the ceremony will be live streamed via Facebook. The flow of the ceremony will be adjusted to allow more social distancing.

**Office of the President – Lonnie Roberts**

The enrollment for TCSG is down 2.3% overall. Only thirteen colleges show an increase in enrollment. CPTC has the largest percentage increase.

Overall TCSG dual enrollment is down 19.7% and traditional enrollment is down 0.8%. Three colleges show an increase in dual enrollment with CPTC leading the way. Fourteen colleges show an increase in traditional students with CPTC at number eight.

Work on the Hazlehurst Instructional Site is progressing very well. The contractor (Altamaha Building Systems, Inc) has been doing a good job keeping things as clean as possible and working around the College's schedule. Renovations on the Baxley Instructional Site will be done in two phases. The first phase of the renovations will be bid this Fall.

TCSG notified CPTC that there is about \$2.5 million in funds available for the Camden Campus project. The funds were designated for contingencies by GSFIC (Georgia State Financing and Investment Commission). The College will be using these funds to construct a machine tool lab/classroom building on the Camden Instructional Site. These funds will cover construction and architect fees. FFE funds will come from the College and other state funds.

The College continues to work and plan toward the expenditure of HEERF/CARES funds received. The institutional portion of the funds must be spent by May 11, 2022, and the student portion must be spent by May 25, 2022.

The Marketing Division has been moved under Institutional Advancement and the staff will now report to Stephanie Roberts who, in addition to continuing her work with the CPTC Foundation, will also oversee the College's marketing efforts. As a result of this change, the Office of Institutional Advancement has been renamed to the Office of College Advancement.

Due to Stephanie Roberts assuming the responsibility of the marketing office, her title has been changed from Director of Institutional Advancement to Executive Director of College Advancement.

#### **UPCOMING EVENTS**

The next CPTC Local Board of Directors' meeting is scheduled for August 19, 2021, at 12:00 p.m. on the Jesup Instructional Site.

The 7<sup>th</sup> annual sporting clays tournament is scheduled for September 25, 2021, at Dorchester Shooting Preserve.

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament has been scheduled for October 22, 2021, at the Okefenokee Country Club.

The annual TCDA/TCFA Fall Leadership Conference is scheduled for October 24-27, 2021, at the Hyatt Regency in Savannah, Georgia.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:38 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