



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

Board Members Present

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

Staff Members Present

Lonnie Roberts, President
Lauralee Beauregard, Marketing Coordinator
Chad Boyett, Executive Director of Facilities
Eva Byrd, Project Manager
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

Joel Varnedoe

Staff Members Absent

Karla Eubanks, Vice President for Student Affairs

Guests

Thomas Wesley, Dean for Academic Affairs

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, March 18, 2021, at 12:10 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 Dialo Cartwright, a second by Kurt Davis, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEM

Approval of Minutes

Upon a motion to approve by Artie Jones Jr., a second by Jason Rubenbauer, minutes of the February 18, 2021, CPTC Local Board of Directors' meeting were unanimously approved.

CPTC USDA GRANT PROPOSAL – Eva Byrd

Coastal Pines Technical College will be submitting one USDA grant:

- Automatic Transmission Semi-Tractor Truck (Waycross) – \$134,215

The Commercial Truck Driving Program is in need of a new automatic transmission equipped semi-tractor truck.

Upon a motion to approve by Dewayne Johns, a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved submitting the USDA grant for the Automatic Transmission Semi-Tractor Truck.

2021-2022 CPTC ACADEMIC CALENDAR – Vince Jackson

Vince Jackson presented on behalf of Karla Eubanks.

The CPTC Local Board of Directors received a draft copy of the proposed 2021-2022 CPTC Academic Calendar for review and a recommendation to approve was made by Vince Jackson.

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the 2021-2022 CPTC Academic Calendar.

New Local Board Appointee – Lee Lewis

Lee Lewis made a recommendation to appoint Ralph Staffins, III as a new board member to represent Glynn County.

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the nomination of Ralph Staffins, III and forwarding the nomination 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 Neuromuscular Massage Therapy program's request for license renewal with the Georgia Board of Massage Therapy was approved Monday, February 22. In addition, the program's five year National Certification Board for Therapeutic Massage and Bodywork renewal was also approved.

The Georgia Board of Nursing notified Practical Nursing Director, Ivie Combs that the 2020 pass rates for the College's Practical Nursing program were below the acceptable 80%. The program's low pass rate of 75.44% is attributed to past year failures and the transition to online lectures and nursing exams because of COVID-19. Ms. Combs will submit a Self-Evaluation study to the Georgia Board of Nursing for corrective action.

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

GALIS Report #AE0095, 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 FY21 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: 489
- Total Enrolled Students Educational Functioning ESOL Levels 1-4: 32
- Total Number of Students Enrolled for both ABE & ESL: 521
- Total Hours of Attendance both ABE & ESL students: 26,828.75
- Total Percentage of ABE students who achieved a MSG: 489 = 31.84%
- Total Percentage of ESL students who achieved a MSG: 32 = 18.18%
- Total GED's earned for fiscal year FY2021: 52

Office of Economic Development – Dr. Pete Snell

The Career Ready Certificate's fourth training session was cancelled due to low enrollment. 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.

There are plans to combine a Career Ready Certificate training session for high school graduates from Pierce, Appling, Bacon and Jeff Davis. The training will be funded by the development authorities and the training sessions will either take place on CPTC's Alma Instructional Site or a nearby larger alternate location.

Office of Institutional Advancement – Stephanie Roberts

The CPTC Foundation, in conjunction with the Terry Thomas Foundation, will be sponsoring another free application day for Summer Semester on March 30.

Office of Institutional Effectiveness – Vince Jackson

The Perkins carryover figure for this year is 3.5% of the initial allocation (not including the rural reserve) of \$561,610. The carryover amount for this year is \$32,670 and the carryover amendment is due March 26. The rural reserve is \$55,000.

All Perkins requisitions and the required documentation have been sent. Two of the carts are for Southern Education totaling \$121,464.56 and other cart is for Technical Training Aids totaling \$80,832.11. Neither purchase will require state board approval.

Office of Marketing – Lauralee Beauregard

The Marketing Division has been working with h2o Creative Group on the Waycross Campus Virtual Tour video. Board members present reviewed the video.

Office of the President – Lonnie Roberts

The Hazlehurst bid came in at \$230,800 (Altamaha Building Systems, Inc). The Architects are preparing a bid package for the Baxley Instructional Site and the work will be bid in the next fiscal year.

The House version of the budget was passed and sent to the Senate. The House version does not include any planning and design funding for the Golden Isles Business & Technology Center.

Enrollment Update:

	Spring AY21 Current	Spring AY20 EOS	% Difference between Current and AY20 EOS
Coastal Pines	3,708	4,320	-14.2%

TCSG dual enrollment is down 29.7% and traditional enrollment is down 4.7%. Overall, TCSG enrollment is down 11.7%.

	Dual Enrollment Students			Traditional Enrollment Students		
	Spring AY20	Spring AY21	% Difference	Spring AY20	Spring AY21	% Difference
Coastal Pines	2,569	1,864	-27.4%	1,751	1,844	5.3%

The American Rescue Plan (ARP) was passed by Congress and signed by the President last week. This act includes significant funds for higher education. More information will be forthcoming concerning these funds. The first estimates indicate that CPTC may receive \$7,653,000 (one-half of that would go to students: \$3,826,500). CPTC has received the following in previous HEERF allocations:

	Student Funds	Institutional Funds	Total
HEERF I	879,069	879,069	1,758,138
HEERF II	879,069	3,489,623	4,368,692

Campus Police Chief

James Mock, CPTC Campus Police Chief, resigned effective March 4. The College is currently going through the process of hiring a new campus police chief. Once hired, the position will become a direct report to the President and a member of the Cabinet.

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for April 15, 2021, at 12:00 p.m. on the Jesup Instructional Site.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:02 p.m. A demonstration of the College's Caterpillar Timber Harvesting Simulation Machine followed.



 Coastal Pines Technical College
 President



 Coastal Pines Technical College
 CPTC Local Board Chair or Vice Chair