



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

Board Members Present

Lee Lewis, Chair
Ted Buford
Dialo Cartwright
Kurt Davis, Vice Chair
Gwen Mungin
Jason Rubenbauer

Staff Members Present

Lonnie Roberts, President
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, Executive VP and VP for Academic Affairs
Karla Nordone, Vice President for Student Affairs
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Dewayne Johns
Artie Jones, Jr.
Ralph Staffins, III
Joel Varnedoe

Staff Members Absent

Chad Boyett, Executive Director of Facilities
Stephanie Roberts, Executive Director of College
Advancement

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, November 18, 2021, at 12:01 p.m. in rooms 432 and 433 of the Jesus 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 Gwen Mungin, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

Approval of Minutes

Upon a motion to approve by Gwen Mungin, a second by Jason Rubenbauer, minutes of the September 16, 2021, CPTC Local Board of Directors' meeting were unanimously approved.

2021-2022 CPTC ACADEMIC CALENDAR (Revised) – Karla Nordone

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

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

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

Office of Academic Affairs – Amanda Morris

CPTC Procedures

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

- CPTC Procedure: Distance Education Attendance
- CPTC Procedure: Development and Approval of Distance Education Courses or Conversion of Traditional Courses to Distance Education
- CPTC Procedure: Distance Education Electronic Grades and Attendance

The Baxley Practical Nursing Summer 2021 cohort students had a 100% pass rate on their NCLEX boards. All seniors that graduated from both the May 2021 and Summer 2021 cohorts have jobs.

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:

- Procedure: Staff Development
- Procedure: Employee Hiring

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: **338**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **20**
- Total Number of Students Enrolled for both ABE & ESL: **358**
- Total Hours of Attendance both ABE & ESL students: **12,509.50**
- Total Percentage of ABE students who achieved a MSG: 58 = **27.51%**
- Total Percentage of ESL students who achieved a MSG: 4 = **20%**
- Total GED's or HSE's earned for current fiscal year: **35**

The FY22 MSG% negotiated state performance target has been set at 41%.

Office of Economic Development – Dr. Pete Snell

The Economic Division will be offering a number of continuing education classes that give students the option of attending class either face-to-face or 'live' online. The instructors will be teaching these classes from the College's board room located on the Golden Isles Instructional site as it has a 360-degree camera.

Office of Institutional Effectiveness – Vince Jackson

The Technical College System of Georgia (TCSG) has approved CPTC's vehicle request for the USDA grant semi-truck, and the College is waiting on the OPB Vehicle Request approval. Melissa Lamb has prepared the request to submit for approval at the December State Board meeting.

Office of Student Affairs – Karla Eubanks

As of November 1, CPTC's registration for Fall Semester is 4,070 with 2,124 dual enrollment students and 1,946 traditional students. As a frame of reference, enrollment for Fall Semester 2020 was 3,604. The 466-student increase is a 12.93% increase over last Fall Semester.

Students who submitted their Vaccination Incentive Form and supporting documentation by November 1 will be disbursed a one-time \$100 incentive the week of November 29. In addition, each of these student's names was included in a drawing to receive one of three \$1,000 additional incentive payments. The drawing to receive one of the three \$1,000 additional incentive payments was held November 9.

Office of the President – Lonnie Roberts

Garbutt Construction from Dublin, Georgia was the low bidder (\$649,400.00) for the Baxley Instructional Site renovations. The State Board authorized a contract with Garbutt at the October 26 meeting. A meeting was held October 10 to discuss the phasing/staging of the work.

A preliminary floor plan and building design for the Precision Machining and Manufacturing building on the Camden Instruction Site had to be revised. The estimate for the original design was well over budget. A classroom was eliminated and the overall square footage was reduced. The College is working with the architect (Hansen) to finalize the plans.

Online Schools Guide provides guides, articles, resources and ranking to answer commonly asked questions about online education. These resources are provided free to help prospective students make informed decisions about online programs. Each year, they rank the best online colleges in the nation. Rankings are based on the number of online programs the school offers, cost, student reviews, and salary. The 2021 rankings were recently released, and Coastal Pines Technical College was ranked as the third best online community college in the nation. Only one other Georgia college (Wiregrass Georgia Technical College) made the top ten list. CPTC is the highest ranked community/technical college in Georgia.

The College is planning to hire three full-time staff to serve as academic advisors. Upon hire, the advisors will provide academic advisement to students instead of faculty.

The drawing to award the five \$1000 incentives to employees who submitted documentation verifying that they received a COVID-19 vaccination was held at the November 9 Cabinet meeting. The College had 152 employees eligible for the drawing. All employees who submitted their documentation will receive a \$100 incentive. The five employees listed below will each receive an additional \$1,000 incentive:

- Brittaney Coleman
- Ivie Combs

- Marlena Ates
- Linda Lane
- Patricia Swafford

\$1,784,100 in HEERF student grant disbursements were made on November 1, 2021. The College is continuing to identify ways to spend the institutional portion of HEERF.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC Local Board of Directors' meeting is scheduled for January 20, 2022, at 12:00 p.m. on the Waycross Campus.


The next CPTC graduation ceremony is scheduled for Thursday, January 27, 2022, 7:00 p.m. at the Wayne County High School Auditorium.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:17 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair