



**Local Board of Directors Meeting  
September 16, 2021**

**Board Members Present**

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

**Staff Members Present**

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

**Board Members Absent**

Dewayne Johns  
Joel Varnedoe

**Staff Members Absent**

None

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, September 16, 2021, at 12:02 p.m. in room 1165 of the Golden Isles 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 Kurt Davis, 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 Artie Jones, Jr., minutes of the August 19, 2021, 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**

Two ventilators from the College's Respiratory Care Technology lab were sent to Wayne Memorial Hospital in Jesup to assist with the shortage of equipment and aid in the increase in COVID- 19 critical patients.

As a part of the students' clinical experience, the Neuromuscular Massage Therapy students will offer chair massages on the Jesup, Waycross and Camden Campuses. Dates will be announced soon.

**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**

The College received the official grant award notification letter for the fiscal year 2022, which runs from July 1, 2021, to June 30, 2022. CPTC's Adult Education Program will receive a total of \$1,182,420. The Federal Adult Education & Family Literacy Act and state matching grant funds are for the following activities:

- Adult Basic & Secondary Education
- Corrections Education
- English Language Acquisition Services
- Integrated English Literacy & Civics Education

**Office of College Advancement – Stephanie Roberts**

For Summer Semester, applications were processed and \$33,246.76 dispersed for various scholarships. Scholarship applications for Fall Semester closes September 17.

The CPTC Foundation will hold its very first raffle fundraiser September 8 – November 3. Proceeds from the raffle will be used for CPTC student scholarships. Please see Stephanie Roberts for more information

The annual sporting clays tournament scheduled for September 25, 2021, at Dorchester Shooting Preserve has been canceled.

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

Leadership Core Values is a live, online training course designed for current, new and future supervisors, managers and leaders. The training course is scheduled for September 22 from 8:30 a.m. until noon. Students enrolled in the course will learn how to further develop their leadership skills and how to improve themselves by managing and observing the way that people interact. The course outline is as follows:

- Is it Better to be Loved or Feared
- Leadership as Service
- Leadership by Design
- Understanding Motivation
- Constructive Criticism
- The Importance of Tone
- Trusting Your Team

- Earning the Trust of Your Team
- Building and Reinforcing Your Team
- You are the Boss of You

TCSG is putting together a committee of Economic Development Vice Presidents from the technical colleges to discuss the development of shared resources including Dr. Snell's proposal for "TCSG Virtual (Online) Continuing Education". The hope is for TCSG to assume development and delivery of a wide variety of virtual continuing education programs and courses to eliminate/diminish the need for online partnerships.

**Office of Institutional Effectiveness – Vince Jackson**

The bucket truck is in the queue now for approval by Fleet Management. Once approved, the Purchasing Department will continue processing with bids and state board approval. The Metal Printer purchase requisition is being prepared for bid by Thomas Wesley per an example of a similar device purchased by Columbus Tech.

The new automatic transmission CDL truck is also in the queue now for approval by Fleet Management.

**Office of Student Affairs – Karla Eubanks**

As of September 9, CPTC's pre-registration for Fall semester is 3,798 with 1,837 dual enrollment students and 1,961 traditional students. As a frame of reference, enrollment for Fall Semester 2020 was 3,604 with 1,853 dual enrollment students and 1,751 traditional students.

The Spring cohort application reviews for the Associate of Science Nursing and Practical Nursing programs began the week of September 6 and will extend into late September.

**Office of the President – Lonnie Roberts**

The renovation work on Hazlehurst Instructional Site is pretty much completed. Phase 1 on the Baxley Instructional Site renovations is out for bid. A pre-bid meeting was held on September 9 and nine contractors were present. Phase 2 should be ready for bid next spring.

A preliminary floor plan and building design has been developed for the Precision Machining and Manufacturing Building that will be located on the Camden Instructional Site. CPTC is working with the architect (Hansen) to finalize the plans.

Another project is the design and construction of a Business and Technology Center on the Golden Isles Instructional Site to accommodate programmatic needs identified to support local industry in the Golden Isles area. TCSG has provided a new cost estimate for this 93,765 sq. ft. project.

Planning & Design	\$ 2,921,501
Construction	32,463,979
FF&E	5,846,022
TOTAL	\$ 41,231,502

CPTC will give employees and students who receive a full COVID-19 vaccination a one-time \$100 incentive. Each employee who submits his/her form and vaccine documentation by November 1, 2021,

will have his/her name entered into a drawing for a chance to receive one of five additional, one-time \$1,000 incentive payments. No employee may receive more than one additional \$1,000 incentive. Each student who submits his/her form and vaccine documentation by November 1, 2021, will have his/her name entered into a drawing for a chance to receive one of three additional, one-time \$1,000 incentive payments. No student may receive more than one additional \$1,000 incentive.

The College submitted two requests to the State Board for the October meeting. The first request is approval to purchase \$141,826 worth of industrial systems training equipment. This equipment will allow students to gain a system-wide troubleshooting approach/skill to systems that uses pneumatics, hydraulics, piping systems, motor controls, Programmable Logic Controllers (PLC's), Variable Frequency Drives (VFD), sensor controls and other electronic devices for the Electronics and Industrial Electrical fields. The second request is approval to purchase \$206,612 in forestry and motor grader training simulation equipment that will allow students to gain a wide range of operation and troubleshooting skills for the forestry equipment and motor graders that are required for use in the field. The simulator equipment enables a student to learn equipment safety, machine inspection, motor grader techniques, log handling, tree cutting, operation techniques, real-work application, and execution time.

At the September meeting of the State Board, the Board finalized the FY2023 Capital Outlay Request that will be submitted to OPB and the Governor. Funding for the planning and design of this project is included in the FY2023 Capital Outlay Request approved by the State Board.

#### **OPEN DISCUSSION**

##### **October 21, 2021, CPTC Local Board Meeting – Proposal to Cancel**

Lonnie Roberts requested approval to cancel the October 21, 2021, CPTC Local Board of Directors' meeting.

*Following a brief discussion, the CPTC Local Board of Directors unanimously approved canceling the October 21, 2021, CPTC Local Board of Directors' meeting.*

#### **UPCOMING EVENTS**

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 1:30 p.m. A tour of the Golden Isles Instructional Site followed.

  
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Coastal Pines Technical College  
President

  
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Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair