



**Local Board of Directors Meeting
April 21, 2022**

Board Members Present

Lee Lewis, Chair
Ted Buford
Kurt Davis, Vice Chair
Dewayne Johns
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
Ethan Johnson, Campus Police Chief
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

Dialo Cartwright
Joel Varnedoe

Staff Members Absent

None

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, April 21, 2022, at 12:00 p.m. in rooms 4136 and 4137 on the Jesup Instruction Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Ralph Staffins, III, a second by Dewayne Johns, the CPTC Local Board of Directors unanimously approved the agenda.

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES LEGISLATIVE SUMMIT PRESENTATION – Artie Jones Jr.

Artie Jones Jr., CPTC Board member, attended the Community College National Legislative Summit held February 6-9, 2022, in Washington DC. Mr. Jones shared information learned at the summit with the CPTC Local Board of Directors.

ACTION ITEMS

Approval of Minutes

Upon a motion to approve by Gwen Mungin, a second by Jason Rubenbauer, minutes of the March 17, 2022, CPTC Local Board of Directors' meeting were unanimously approved.

2022-2023 CPTC ACADEMIC CALENDAR – Karla Nordone

The CPTC Local Board of Directors received a draft copy of the proposed 2022-2023 CPTC Academic Calendar for review and a recommendation to approve was made by Karla Nordone.

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the 2022-2023 CPTC Academic Calendar.

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

Office of Academic Affairs – Amanda Morris

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

- CPTC Procedure: Safe Driver Procedure for Commercial Truck Driving

Requests have increased from long term care facilities for the NAST 2100 Accelerated Nurse Aide program. As such, the College plans to offer this course on the Waycross Campus and Golden Isles Instructional Site next term.

Welding, Industrial Systems, and Electronics Programs were visited by members of the recruitment team from Millwrights Union 158 out of Savannah. The company is looking for apprentices and journeymen to start with the union. The College was given a brief overview of the union and the benefits/pay associated with being a member. At this time, Millwrights Union 158 has 30 open positions that they are looking to fill.

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 #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: **525**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **31**
- Total Number of Students Enrolled for both ABE & ESL: **556**
- Total Hours of Attendance both ABE & ESL students: **27,065.75**
- Total Percentage of ABE students who achieved a MSG: 106 = **36.47%**
- Total Percentage of ESL students who achieved a MSG: 6 = **18.75%**
- Total GED's or HSE's earned for current FY22 year: 88
(Total GED's earned are not calculate in GALIS until the 15th of each month.)

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

As of April 11, 2022, the CPTC's FY22 MSG % is **35.46%**.

Office of College Advancement – Stephanie Roberts

The CPTC Foundation has received the following grant donations:

- Golden Isles ACT \$5,000
- Charles Eames Travel Scholarship \$3,000
- Adult Education Donation \$1,000
- West Fraser (THOP) \$2,000

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament has been scheduled for October 14, 2022, at the Okefenokee Country Club.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell, Vice President for Economic Development, is in discussion with TCSG concerning efforts to promote some collaboration, unity and consistency within economic development.

Office of Institutional Effectiveness – Vince Jackson

A new Community Needs Assessment has been deployed to all communities within the College's service delivery area. The assessment will remain active until the end of May.

Office of Police and Security – Ethan Johnson

The \$21,151 training grant received from the Georgia Criminal Justice Coordinating Council was used to purchase steel targets for firearms training, airsoft rifles and pistols for active shooter training, defensive tactics padded suits for defensive tactics hand-to-hand training, and a simulator for scenario-based training.

The simulator was recently used by POST Instructor Officer Oliver at each campus for the student activity days. The College received excited and engaged responses from students, faculty and staff when using the system.

Office of Special Projects – Eva Byrd

The first SLA cohort has completed the program. The College started with ten participants and ended up with nine graduates. The graduation ceremony is scheduled for this evening. The next cohort will begin in January 2023.

CPTC will be hosting the Summer Internship this Summer on both the Waycross and Jesup campuses. This internship provides an opportunity for students to gain a college credit and get some work experience for their resumes. The College specifically targets students who aren't given a lot of opportunity for various reasons.

Office of Student Affairs – Karla Nordone

As of April 11, CPTC's enrollment for Summer semester is 1,049. Enrollment for Summer semester 2021 was 1,584. The College will have a 10-week and 8-week term running concurrently. The 10-week term begins May 16 and the 8-week term starts May 31.

Office of the President – Lonnie Roberts

The projects below are ready to be bid. Pre-bid meetings for all four projects were held throughout the day on April 19.

1. Baxley Campus Entry Improvements

2. Baxley Campus Renovation Phase II
3. Baxley Campus Site Improvements
4. Hazlehurst Campus Monument Sign

The architect (Hansen) has submitted documents for review by CPTC. The schedule calls for the project to be bid during May.

The FY 2023 budget passed by the Legislature includes \$2.9 M for planning and design of our new building at the Golden Isles Instructional Site. The FY 2023 budget also includes an important policy change to lottery-funded HOPE Scholarships and Grants at TCSG and USG institutions. The budget raises HOPE awards (scholarships and grants) to 90% of tuition (some USG institutions receive more than 90% for scholarships). GSFC estimates technical colleges will see an increase of \$210 per student per semester.

Senate Bill 397 changes the HOPE GED program to HOPE HSE (High School Equivalency). The new program will pay GED and HiSET (High School Equivalency Test) exam costs for test-takers. Senate Bill 379 expands apprenticeships across the state.

House Bill 1435 creates a needs-based college completion grant to assist students who have completed at least 80% of their post-secondary credential but are struggling to complete the rest. House Bill 1331 allows the Governor to designate the state entity that manages the federal/WIOA dollars that are provided to the state under the Wagner-Peyser Act. DOL one-stop centers will move to TCSG.

TCSG is asking all 23 technical colleges to develop and present institutional enrollment plans for AY 2023.

The institutional plan should address global enrollment targets (headcount and credit hours) for the college and specific enrollment targets for programs in nursing (ASN, LPN, any bridge program, and CNA programs); manufacturing-related programs (including but not limited to the degree/diploma/certificate that are part of Automated Manufacturing Technology, Industrial Systems Technology, Mechatronics, Instrumentation Technology, Precision Machining and Manufacturing, Welding and Joining Technology, and Machine Tool Technology); Commercial Truck Driving; Aviation Programs; and the degree/diploma/certificate programs within the Cyber and Related Program Group (including but not limited to Computer Programming, Computer Support Specialist, Cybersecurity, Cyber Forensics Technology, Information Technology Professional, Networking Specialist, Database Specialist, Cloud Computing and Solutions, Game Development, User Experience Design and Development, and Emerging Technologies). College's may group the Cyber and Related Programs together for the purposes of the report.

The plan should address recruitment, enrollment, retention, graduation and placement of students as a whole. It should also address the growth of apprenticeship opportunities, and where appropriate, how the college plans to address the programs listed above through contract training/continuing education.

In addition, it should address global performance goals for Adult Education including ABE, ASE, and ESOL programs. These goals should address enrollment, level completion, and High School Equivalency attainment as appropriate.

In terms of secondary initiatives, colleges should address enrollment goals and strategies for dual enrollment as well Option B opportunities as appropriate. The plan should also address any College and

Career Academy initiatives and other collaborations such as work with the German-American Apprenticeship initiative or with Construction Ready as appropriate.

If any college is bringing a new facility online in late AY 2022 or AY 2023, it should include plans for incremental growth for the programs that will be housed in the new facility.

Plans should also identify any resource needs for AY 2023. Colleges are to be as specific as possible regarding resource needs including costs estimates for any additional personnel, equipment, facilities, supplies, etc. Colleges should indicate any plans it may have to fund these resource needs locally as well as any currently unfunded resource needs. As resource needs are identified, colleges are asked to address any plans to utilize system resource initiatives such as GVTC, eCampus (including associated technology applications such as TargetX), and any appropriate grants (GEER, HEERF, Strengthening Community Colleges Grant, etc.).

The plan should also include a brief discussion for any specific plans a college may have beyond AY 2023. For example, if a college plans on new programs or new facilities for AY 2024 please briefly address enrollment/performance goals including anticipated resource needs. This information will be used to help form budget requests that TCSG makes as a system in the State's upcoming budget planning cycle.

TCSG is working out the details in terms of how each college will present these plans. Options include TCSG Senior Leadership visiting campuses so that Presidents and their Leadership Team can present or have the Presidents and their Leadership Team present the plan to TCSG Senior Leadership at the System Office. Presentations should last no more than 90 minutes, including time for questions and answers.

TCSG is not setting enrollment targets for the colleges. Each college is asked to set enrollment targets based on their service area's unique characteristics and then to discuss the plans for how they will reach these targets. As a minimum, each presentation should address the current state in the areas identified, goals for AY 2023, and a look beyond 2023 as appropriate- all through the lens of reducing the workforce gap.

OPEN DISCUSSION

May 19, 2022, CPTC Local Board Meeting – Proposal to Cancel

Lonnie Roberts requested approval to cancel the May 19, 2022, CPTC Local Board of Directors' meeting.

Following a brief discussion, upon a motion to approve by Ted Buford, a second by Artie Jones, Jr. the CPTC Local Board of Directors unanimously approved canceling the May 19, 2022, CPTC Local Board of Directors' meeting.

UPCOMING EVENTS

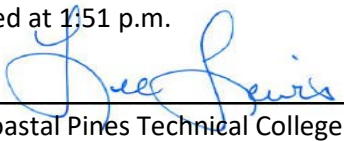
The next CPTC Local Board of Directors' meeting is scheduled for June 16, 2022, at 12:00 p.m. on the Waycross Campus.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:51 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair