



**Local Board of Directors Meeting
September 15, 2022**

Board Members Present

Lee Lewis, Chair
Ted Buford
Kurt Davis, Vice Chair
Dewayne Johns
Artie Jones, Jr.
Jason Rubenbauer

Staff Members Present

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
Lonnie Roberts, President
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Dialo Cartwright
Gwen Mungin
Ralph Staffins, III
Joel Varnedoe

Staff Members Absent

Stephanie Roberts, Executive Director of College
Advancement

Guests

None

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, September 15, 2022, at 11:57 a.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 Artie Jones, Jr., a second by Jason Rubenbauer, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

Approval of Minutes

Upon a motion to approve by Artie Jones Jr., a second by Jason Rubenbauer, minutes of the August 11, 2022, 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

The Accounting program is now offering students Tutoring Labs via Microsoft TEAMS each week.

A proposal has been sent to Milliken's Alma Facility to create a registered electronics apprenticeship program. Milliken is looking for people to be able to work within the maintenance department to backfill the aging workforce in that department. Another Milliken location has a registered apprenticeship program in place with West Georgia Technical College and the Electronics program has offered the same program for approval.

Office of Administrative Services – Melissa Lamb

Board members received a handout of the College's FY2023 budget.

Board members received a handout of the College's July and August budget reports showing the actual year-to-date revenue and expenditures for the College.

Office of Adult Education – Katrena Felder

Katrena Felder, Executive Director of the Adult Education Program, coordinated with the Glynn County Detention Center/Jail to begin adult education classes again at the jail since the COVID-19 Pandemic. Classes are scheduled to start September 12 providing adult literacy services to both the males and females incarcerated at the Glynn County Detention Center/Jail.

Office of Economic Development – Dr. Pete Snell

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

- CPTC Procedure: Use of Alcohol on Campus – Revised

The Certified Basic Motor Grader Operator training program that was scheduled to begin in early September has been postponed and will be rescheduled. Unfortunately, the College did not have anyone register for the training program.

Through the process of developing this program, it came to CPTC's attention that it may be best to develop a beginner and advanced course. As such, the College is now in the process of developing a beginner course to go along with the intermediate course that has already been developed. The proposed courses in the training program are:

- Beginning Motor Grader Operator
- Intermediate Motor Grader Operator
- Advanced Motor Grader Operator

Office of Institutional Effectiveness – Vince Jackson

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

- CPTC Procedure: Substantive Change - Revised

Several adjustments had to be made to the Perkins budget due to salaries. The salary figures have been finalized and projections can now be made for the remainder of the year. The adjustments to salaries arose from:

- The hiring of a new Counseling and Special Services Director.
- A Criminal Justice Instructor moving from a ten-month to a twelve-month contract.
- Final Adjustment of fringes based on the across-the-board raise received in the Spring.

The truck budgeted in 2022 Perkins budget for the Electrical Lineworker program is scheduled to be built in November 2022.

Office of Police and Security – Ethan Johnson

CPTC Campus Police Chief, Ethan Johnson applied for a Criminal Justice Coordinating Council grant for \$499,638.16 to accomplish a door access control solution for all exterior doors on every site. The College should receive notification sometime in October whether it will receive full, partial, or no grant funding for this project. In addition, the College has applied for a Publix grant in the amount of \$18,445 for rifle vaults so that the CPTC Campus Police Department can securely store rifles, if acquired, on the sites. The grant would enable the College to purchase one rifle vault per site.

Office of Student Affairs – Karla Nordone

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

As of September 6, the College has 3,653 students registered for Fall Semester. Fall traditional enrollment consists of 1,584 students enrolled, which is down 342 students or -17.8% from Fall 2021 end of semester; however, CPTC still has the B term to add. Fall dual enrollment consists of 2,070 students enrolled which is down 27 students or -1.3% from last Fall Semester. Additional dual enrollment students are being added prior to the 7 Day Census.

Office of the President – Lonnie Roberts

CPTC received one bid for the Camden Instructional Site's Precision Manufacturing Building. After reviewing the bid and discussing numerous value engineering options with the one bidder and architect, the bid still came in at approximately \$1.5 million over budget. This works out to approximately \$517/sq. ft. The College has rejected the one bid and is in the process of re-bidding the project.

The punch list for Phase I renovations on the Baxley Instructional Site was completed this week. Phase II renovations is well underway and the contractor is making good progress. Work on the new access road to the campus is also well underway. The College is still waiting on the GDOT permit before work can begin on the main entrance project.

The contract for the Hazlehurst Instructional Site's monument sign has been awarded, but work has not started yet.

This week, the Appling County Board of Education accepted the bid for construction for the Southern Pines College & Career Academy on the Baxley Instructional Site. It will take a little time for all the paperwork to get done, but work should start soon. Estimated completion is Fall 2023.

Revised estimates for the new Business and Technology building on the Golden Isles Instructional Site have been determined by TCSG. The estimated total project cost is \$53,695,000. Breakdown of costs:

Design	\$2,925,000
Construction	\$43,120,000
FFE	\$7,650,000

The design study for a new building on the Jesup Instructional Site for Health Sciences has been completed. The building would house ASN, PN, Nurse Aide, and Paramedicine. The architect's estimated construction cost is \$12,362,500.

OPEN DISCUSSION

None

UPCOMING EVENTS

The next CPTC graduation ceremony is scheduled for Thursday, September 22, 2022, 7:00 p.m. in the Miller Lecture Hall on CPTC's Waycross campus.

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

The 2022 TCDA/TCFA Fall Leadership Conference is scheduled for October 24-26, 2022, at the Hyatt Regency in Savannah.

The next CPTC Local Board of Directors' meeting is scheduled for November 17, 2022, at 12:00 p.m. on the Camden Instructional Site.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:10 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair