



**Local Board of Directors Meeting  
January 18, 2024**

**Board Members Present**

Ted Buford  
Dialo Cartwright  
Kristina Foreman  
Dewayne Johns  
Lee Lewis, Chair  
Kurt Davis, Vice Chair  
Artie Jones, Jr.  
Jason Rubenbauer  
Ralph Staffins, III

**Staff Members Present**

Katrena Felder, Executive Director of Adult Education  
Derrell Harris, Executive Director of Information Technology  
Vince Jackson, Vice President of Institutional Effectiveness  
Lanie Jonas, Vice President for Administrative Services  
Natasha King, Executive Assistant to the President  
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**

Summer Stipe

**Staff Members Absent**

Chad Boyett, Executive Director of Facilities  
Eva Byrd, Project Manager  
Ethan Johnson, Campus Police Chief  
Lonnie Roberts, President

**Guests**

None

**CALL TO ORDER**

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, January 18, at 12:02 p.m. in room 1165 on 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 Ralph Staffins, III, a second by Artie Jones, Jr., 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 December 14, 2023, 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 Radiologic Technology Program had 13 students participate in the recent pinning ceremony.

The Surgical Technology Program had eight graduate students take the NBSTSA exams December 11 with five of the eight passing with a 62.5% pass rate. The 2024 cohort began January 8 with 14 students.

The Cosmetology Program on the Jesup Instructional Site graduated 13 students in December, this is almost double the past graduation numbers.

**Office of Administrative Services – Lanie Jonas**

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, measurable skill gains (MSG), separated, remaining, and percentages by entering educational functioning level for all POPs (Periods of Participation) in the Georgia Adult Education Learner Information System (GALIS) for FY23 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **449**
- Total Enrolled Students Educational Functioning ESL Levels 1-5: **62**
- Total Number of Students Enrolled for both ABE & ESL: **511**
- Total Hours of Attendance both ABE & ESL students: **21,872.75**
- Total Percentage of ABE students who achieved a MSG: 73 = **36.30%**
- Total Percentage of ESL students who achieved a MSG: 6 = **9.68%**
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: **18**
- Total HSE's (GED Diploma or HSET Diploma) earned for FY23: **74**

\*Note: Total HSE's earned are not calculated in GALIS until the 15<sup>th</sup> of every month.

The FY24 MSG% negotiated state performance target has been set at 46%. As of September 7, 2023, CPTC's FY24 MSG % is 32.88%.

**Office of College Advancement – Stephanie Roberts**

Memorial Satilla Hospital has donated \$100,000 to the CPTC Foundation. \$50,000 is to be used to assist with ASN salaries and \$50,000 is to be used for student scholarships in the Allied Health Programs.

As of January 11, the CPTC Foundation awarded a total of \$38,596.22 in scholarship funds to students.

The CPTC Foundation's Donor Appreciation Dinner is scheduled for February 29, 2024, at the Train Depot in Waycross, Georgia. The event will begin at 6:00 p.m.

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

Sarah Rowin, who is a full-time criminal justice instructor for CPTC, has developed a Report Writing for Criminal Justice live online course for the College's Economic Development Division. There was a statewide absence of this training along with a strong need and desire for this training. The first session had around 10 local law enforcement officers. The College used the success of the first session to justify a request for Georgia Peace Officer Standards Training (POST) approval. Sarah developed and submitted the request completely on her own and POST approved CPTC's next two sessions so that officers will get credit for their required continuing education. This approval now makes the training available statewide. This will be the first statewide course offering.

**Office of Institutional Effectiveness – Vince Jackson**

Under the Technical College System of Georgia's "Methods of Administration" (MOA) program required by the United States Department of Education's Office for Civil Rights Vocational Program Guidelines (1979), TCSG annually conducts a targeted review of colleges as recipients of federal financial assistance. CPTC has been selected for a compliance review in accordance with the process.

The purpose of the review is to determine whether the institution is in compliance with civil rights regulations. A multi-discipline team led by Leigh Keever, TCSG Policy Coordinator, will conduct the review. The site visit will take 2-3 days and may occur all in one week or over a couple of weeks if a 2-to-3-day block of time is not feasible. On the first day of the visit, there will be a meeting for the team (the MOA Coordinator and other System Office staff) with the College President and the Campus Coordinator so that the MOA Coordinator can brief the President about the visit and answer any questions.

The requested documents should be supplied three (3) weeks prior to the site visit. Vince Jackson has created an online app within SPIRIT to record CPTC's narratives and documents. The Information Technology Division has created a reviewer account for Ms. Keever. An initial online meeting has been scheduled with Ms. Keever for January 16 at 11:30 a.m. The site visit is tentatively planned for the week of March 18 (preferably Tuesday and Wednesday).

The new truck for the CDL program is ready for delivery. Thomas Wesley was contacted by Peach State Truck Center that it would be available for pickup on January 11.

CPTC is working on a new USDA grant proposal for this year involving a piece of equipment (skidsteer or mini excavator) for use in the new Basic Heavy Equipment Operator (BHE1) program. The deadline for RBDG applications submission for FY2024 is February 28.

**Office of Special Projects – Amanda Morris**

Amanda Morris presented on behalf of Eva Byrd.

The first session of the College's internal 2024 Stingray Leadership Academy (SLA) program is scheduled to launch Friday, February 16 on the Jesup Instructional Site. The Selection Committee met and selected 13 participants for the cohort.

Class of 2023 participants chosen are:

- Academic Affairs
  - Amanda Aldridge, Cybersecurity Instructor
  - Kimberly Burgess, Apprenticeship Coordinator
  - Penny DiLorenzo, Surgical Technology Program Director
  - Doug Furman, Lead Welding Instructor
  - Meaghan Harkleroad, Practical Nursing Instructor
  - Kelli Harvey, ASN Instructor
  - James Twilley, Welding Instructor
  - Savannah Varnadore, Dual Enrollment Transition Specialist
- Administrative Services
  - Carla Carter, Accounting Technician Adult Education

- Economic Development
  - Krystal Harrell, Business and Industry Services Specialist
- Facilities
  - Daniel Opp, Custodian
- Student Affairs
  - Amanda Cox, Financial Aid Technician
  - Ashley Ramey, Admissions Counselor/Recruiter

**Office of Student Affairs – Karla Nordone**

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

**OPEN DISCUSSION**

**February 15, 2024, CPTC Local Board Meeting – Proposal to Reschedule**

Amanda Morris requested approval to reschedule the meeting time of the February 15, 2024, CPTC Local Board of Directors' meeting to 10:00 a.m. and move the location of the meeting from the Waycross Campus to the Jesup Instructional Site.

*Following a brief discussion, the CPTC Local Board of Directors unanimously approved moving the meeting time of the February 15, 2024, CPTC Local Board of Directors' meeting to 10:00 a.m. and move the location of the meeting to the Jesup Instructional Site.*

**UPCOMING EVENTS**

The next CPTC graduation ceremony is scheduled for Thursday, February 8, 2024, 7:00 p.m. at the Wayne County High School.

The next CPTC Local Board of Directors' meeting is scheduled for February 15, 2024, at 10:00 a.m. on the Jesup Instructional Site.


**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:11 p.m.



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Coastal Pines Technical College  
President



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Coastal Pines Technical College  
CPTC Local Board Chair or Vice Chair