



**Local Board of Directors Meeting
July 17, 2025**

Board Members Present

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

Staff Members Present

Bradley Barrett, Campus Police Chief
Eva Byrd, Project Manager
Katrena Felder, Executive Director of Adult Education
Amanda M. Foreman, Executive VP and VP for Academic Affairs
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
Carley McDonald, Vice President for Student Affairs
Lonnie Roberts, President
Stephanie Roberts, Executive Director of College Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Kristina Foreman

Staff Members Absent

Chad Boyett, Executive Director of Facilities

Guests

Greg Dozier, TCSG Commissioner
Larry Paulk, CPTC Foundation Chair
Bill Higginson, CPTC Foundation Treasurer
Lauralee Beauregard, CPTC Marketing Coordinator

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, July 17, 2025, at 12:00 p.m. in room 1458 on the Waycross Campus. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

INTRODUCTION OF TCSG COMMISSIONER & SPECIAL GUESTS

Lonnie Roberts introduced TCSG Commissioner Greg Dozier, Larry Paulk, CPTC Foundation Chair, and Bill Higginson, CPTC Foundation Treasurer and welcomed them to the Coastal Pines Technical College Boards of Directors' meeting.

APPROVAL OF AGENDA

Upon a motion to approve by Artie Jones Jr., a second by Ted Buford, the CPTC Local Board of Directors unanimously approved the agenda.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., minutes of the June 26, 2025, CPTC Local Board of Directors' meeting were unanimously approved.

NEW PROGRAM REQUESTS – Amanda Morris Foreman

Amanda Morris Foreman made a recommendation to approve the following new program:

- Small Business Development Basics, TCC

Students will gain foundational knowledge in entrepreneurship and learn how to effectively use social media for small business marketing and engagement. Designed for aspiring entrepreneurs and entry-level business professionals, this program prepares individuals to confidently navigate and thrive in small business settings. If approved, the College will pilot the program with Pierce County High School and Appling County High School, effective Fall semester. The College will pilot the program with dual enrollment students and expanded from there.

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the new program listed above.

FY26 PROGRAM SPECIFIC FEE REQUESTS – Amanda Morris Foreman

TCSG approval is not required for the program specific fee requests listed below.

Coastal Pines Technical College is requesting approval of the following cost recovery fee increases, which will be effective Fall 2025 Semester:

- CastleBranch - Allied Health Students Screening Solution Fee
 - Screening Solution fee of \$152.75
 - Background Check (\$37.75)
 - Drug Screen (\$45.00)
 - Compliance Review (\$49.99)
 - Bridges + Background Compliance Review (\$20.00)
 - (clinical site approval)
- McKinney Medical Mobile Physical Unit
 - Student Physical fee of \$50

Courses requiring the above requested cost recovery charges include:

- AEMT: EMSP 1570
- EMT: EMSP 1230
- ASN Nursing: RNSG 2021
- Medical Assisting: MAST 1080
- Nurse Aide: NAST 1100
- Paramedicine: EMSP 2510
- Phlebotomy: PHLT 1030
- Practical Nursing: PNSG 1605
- Radiology: RADT 1320
- Respiratory: RESP 1120
- Surgical Technology: SURG 1020

Upon a motion to approve by Jason Rubenbauer, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the program specific fee requests listed above.

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

Office of Academic Affairs – Amanda Morris Foreman

Students in the Neuromuscular Massage Therapy Program on the Golden Isles Instructional Site hosted seven (7) superintendents from Okefenoke RESA for a relaxing spa day. The guests were treated to foot scrubs, hand treatments and massages. It was a great opportunity for the students to showcase their skills and share insights about the program.

The plan to teach the Emergency Medical Responder (EMR) program at Clinch County High School beginning Fall 2025 has been finalized and the site has been approved by the Department of Public EMS Office. Projected enrollment is 20 students.

President Robert's has signed an articulation agreement between CPTC and Middle Georgia State University. This agreement creates a bridge program from an Associate of Applied Science (AAS) to Bachelor of Science (BS) for graduates of CPTC's Respiratory Care Technology Program. The Program will be completely online.

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

This report provides 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 FY25 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: 673
- Total Enrolled Students Educational Functioning ESL Levels 1-6: 115
- Total Number of Students Enrolled for both ABE & ESL: 788
- Total Number of Students Served for both ABE & ESL: 1,110
 - *In FY24, the total number of students served was 1,093 in comparison to FY25 with 1,110 total students served. This is a 1.6% increase.*
- Total Hours of Attendance for both ABE & ESL students: 40,165.75
- Total Percentage of ABE students who achieved an MSG: = 46.95%
- Total Percentage of ESOL students who achieved an MSG: = 44.35%
- Total Number of I.E.T. Workplace Literacy Certificates Achieved: 14
 - **Note: The number of completed I.E.T.'s are reduced when a student who participates in the I.E.T. training earns an HSE diploma during the current fiscal year. For FY25, the College had 36 adult students participate in I.E.T. training and a total of 27 students earned I.E.T. credentials.*
- Total HSE's (GED Diploma or HSET Diploma) earned: 158 = 98.1% attainment

CPTC's FY25 Measurable Skill Gains (MSG) % is 46.12% of 50% attainment

The Technical College System of Georgia's (TCSG) Office of Adult Education (OAE) has selected CPTC as an adult education service provider for the upcoming multi-year competitive grant cycle. The grant

award will begin July 1, 2025, and continue through June 30, 2029, subject to an annual renewal process. The current FY2026 Funding amounts are as follows:

• State Grant	Adult Education Matching Funds	\$652,542
• Federal 231	General Adult Education	\$656,161
• Federal 225	Corrections Adult education	\$20,300
• Federal 243	Integrated English Literacy & Civics Education	\$10,400
• Total Projected Allocation		\$1,339,404

Note: This is a total of \$5,658 more in total funding. These amounts remain tentative as the final allocations are completely dependent on the FY26 Federal Adult Education and Family Literacy Act (AEFLA) funding that Georgia receives from the United States Department of Education.

Office of College Advancement – Stephanie Roberts

The scholarship application for Fall semester opened June 16 and will close August 4. Students will be notified of award decisions before Fall semester begins.

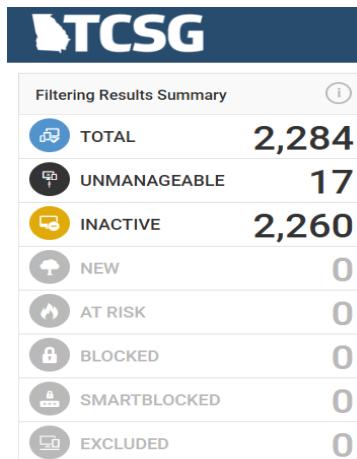
The CPTC Foundation is sponsoring a Free Application Week July 21 – July 27.

Office of Economic Development – Dr. Pete Snell

As of July 1, the implementation from HESI to TEAS for the competitive admission testing for the ASN program has been completed. In addition, GACE Paraprofessional testing completed the implementation of its new registration and administration process that now goes through Pearson VUE. Both should improve the process for students and administration.

Office of Information Technology – Derrell Harris

The Technical College System of Georgia (TCSG) has been installing security scanners on the technical colleges networks. The expectation, once installed on CPTC's network, was to see many vulnerabilities after it scanned the system. The graph below shows the results of the College's scan.



The results show that there are zero (0) at risk devices on the College's network. This means that it could not find any devices on CPTC's network that could be compromised by any means it attempted. (That does not mean that there are not any, it only means it did not find any.)

During all the of the time that the Security Scanner has been been installed and scanning the College's systems, it has found five (5) devices at risk. Four (4) of these devices were flaws in the PearsonVue software running on the College's systems. The IT Division could not fix the software, but was able to mitigate the vulnerability of the flaws. One (1) device was a new printer that still had TLS 1.0 enabled for web access. One of the technology support specialists was still working on this printer when the scanner found the issue.

Office of Institutional Effectiveness – Vince Jackson

The FY 2026 Perkins Budget has been approved. Per Dr. Kathryn Hornsby, confirmation of the Perkins federal funding through Grant Award Notification has been received. The funding amount aligns with projections, and importantly, no programmatic changes are required. CPTC remains in full compliance with the new federal Uniform Grant Guidance requirements effective July 2025.

The bid process for new radiology equipment has been completed, with GE Precision Healthcare awarded a \$203,144.88 contract for a Definium Tempo Pro digital radiographic system using FY25 Perkins funds. The purchase order has been issued with a 14-week lead time, targeting mid-September completion. The College is closely monitoring the timeline to ensure the purchase and project is completed as soon as possible. GE is working to expedite the process.

Office of Police & Security – Bradley Barrett

June 9 the Georgia Technical College Police Departments underwent a state joint review committee and passed, becoming a state certified agency. This was the final step in the state certification process. Chief Barrett, along with President Roberts, will be attending the PD Certification Luncheon July 22 in Atlanta along with other heads of agencies and their presidents.

Chief Barrett finished the firearms instructor course July 11. This course was attended by members of the Waycross Police Department, Ware County School Police, Ware County Sheriff's Office, Brantley County School Police, and the Coastal Pines Technical College Police Department. Upon graduation, the College now has two more firearms instructors. This will aid with state certification purposes, as all other officers who were previously certified have left the department.

Office of Special Projects – Eva Byrd

The College had a total of 9 students participate in this Summer's Internship that began June 2 and wrapped up June 26.

In addition to taking the College's Employability Skills course with Michael-Angelo James, CPTC Sociology Instructor and Mayor of Waycross, the interns also heard from community leaders and CPTC representatives. The interns toured programs in the College's Technical & Industrial Department; Business, Education, & Professional Services Department; and participated in a walk through 'scenario' with the Allied Health Department.

The College is hosting the Regional Summit – Economics of Education with the Georgia Partnership for Excellence in Education event September 10 from 11:30 a.m. – 1:30 p.m. on the Jesup Instructional Site. CPTC plans to invite community leaders as well as education partners from K12 and higher education.

Office of Student Affairs – Carley McDonald

The Admissions Department has begun piloting the new Engage software available through Salesforce.

The pilot will be used to see what useful data can be gathered for planning and making process adjustments that could provide better service to students. The pilot will have a duration of 3 months and take place on the Alma, Camden and Hazlehurst Instructional Sites. If the pilot goes well, a full rollout would be planned for Spring Semester.

State HOPE funds have been reconciled for the year with Summer header 202416, 202512, & 202514.

Office of the President – Lonnie Roberts

President Roberts recently attended the Southeast Georgia Higher Education Officials visit to Seoul, South Korea that was hosted by the Savannah Economic Development Authority and Hyundai Motor Group. The President shared a brief update along with several photos of the visit with everyone present.

REMARKS – TCSG Commissioner Dozier

TCSG Commissioner Dozier thanked the CPTC Local Board of Directors for inviting him to the meeting and answered a few questions from Board members concerning the future workforce needs of the state of Georgia.

OPEN DISCUSSION

None

UPCOMING EVENTS

The joint CPTC Foundation Board of Trustees and CPTC Local Board of Directors' meeting is scheduled for August 21, 2025, at 12:00 p.m. in the Ballroom at the Westin Marriott on Jekyll Island.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:41 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair