



**Local Board of Directors Meeting
February 19, 2026**

Board Members Present

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

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 of Institutional Effectiveness
Bradley Barrett, Campus Police Chief
Natasha King, Executive Assistant to the President
Carley McDonald, Vice President for Student Affairs
Lonnie Roberts, President
Stephanie Roberts, Executive Director of College Advancement

Board Members Absent

Kristina Foreman

Staff Members Absent

Kimberly Burgess, Vice President for Economic Development
Amanda M. Foreman, Executive VP and VP for Academic Affairs
Lanie Jonas, Vice President for Administrative Services

Guests

Richard Williams Jr., Dean for Academic Affairs

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, February 19, 2026, at 12:00 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 Jason Rubenbauer, a second by Dialo Cartwright, 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 December 11, 2025, CPTC Local Board of Directors' meeting were unanimously approved.

NEW PROGRAM REQUEST – Richard Williams Jr.

Richard Williams Jr. presented on behalf of Amanda Morris Foreman.

A recommendation to approve the new AC93 Associate of Science in Education (61 Credit Hours) program was made by Richard Williams Jr.

The Associate of Science in Education program is designed to provide students with a foundation in education preparing students for careers in teaching, educational administration, or related fields. This is the new program that is included in TCSG Articulations. If approved, the College will work towards a transition or teach out plan for students in the current Education AAS degree program.

Upon a motion to approve by Artie Jones Jr., a second by Ted Buford, the CPTC Local Board of Directors unanimously approved the new AC93 Associate of Science in Education program.

FY26 PROGRAM SPECIFIC FEE REQUEST – Richard Williams Jr.

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

Coastal Pines Technical College is requesting approval to reduce the program specific fee listed below:

- Commercial Truck Driving Program
 - Reduce the Random Drug Testing Fee from \$155 to \$125.
 - Beginning students will continue to pay \$125 out of pocket to EZDOT for the DOT physical. This will reduce the overall annual expenditure to EZDOT so that the College can remain with the \$25,000 spending limit.

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

CPTC 2026-2027 ACADEMIC CALENDAR – Carley McDonald

Board members received a draft copy of the 2026-2027 CPTC Academic Calendar. A request to approve was made by Carley McDonald.

Upon a motion to approve Jason Rubenbaur, a second by Artie Jones Jr., the CPTC Local Board of Directors unanimously approved the 2026-2027 CPTC Academic Calendar.

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

Office of Academic Affairs – Richard Williams, Jr.

Richard Williams Jr. presented on behalf of Amanda Morris Foreman.

The following CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Distance Education Procedures (New)
- CPTC Procedure: Copyright (New)

The following CPTC procedures were approved for termination by the Cabinet and College Council:

- CPTC Procedure: Distance Education
- CPTC Procedure: Distance Education Electronic Grades and Participation
- CPTC Procedure: Distance Education Fees
- CPTC Procedure: Distance Education Participation
- CPTC Procedure: Distance Education Student Privacy
- CPTC Procedure: Proctoring of Distance Education Credit Courses
- CPTC Procedure: Copyright Permission Requests
- CPTC Procedure: Copyright Exceptions
- CPTC Procedure: Copyright Statement

After reviewing requirements of other allied health programs at CPTC as well as other TCSG programs, the following changes have been made to the Respiratory Programs competitive admission requirements:

- ENGL 1101 and BIOL 2117 courses have been added.
 - To allow for higher enrollment and eliminate stressors for current cohort students the 2.5 GPA will now be calculated from MATH (1101,1103 or 1111), BIOL 2113/L & BIOL 2114/L, ENGL 1101 and BIOL 2117. The College believes this will allow more students to meet the 2.5 threshold and ultimately produce higher enrollment.
- Completion of all general education coursework is now required prior to admission into the program.
 - Many cohort students struggle trying to juggle both occupational and general education courses. This change will improve student success and allow sole focus on program coursework.

Students may request a transfer or re-entry into the Cosmetology Program within two years of completing their most recent course. All requests are subject to standard admission requirements and are dependent on space availability.

To be eligible for re-entry, students must meet the criteria below and schedule the required evaluations with the instructor at the site they intend to rejoin:

- Successfully complete a pass/fail 90-degree haircut and a standard perm wrap on a mannequin.
- Achieve a score of 70% or higher on a 50-question first-semester theory exam.

Office of Administrative Services – Lonnie Roberts

Lonnie Roberts presented on behalf of 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 FY26 in Adult Education (AE):

- Total Enrolled Students Educational Functioning Level ABE Levels 1-5 students: **527**
- Total Enrolled Students Educational Functioning ESL Levels 1-6: **79**
- Total Number of Students Enrolled for both ABE & ESL: **606**
- Total Number of Students Served for both ABE & ESL: **TBD**
- Total Hours of Attendance for both ABE & ESL students: **24,557.75**
- Total Percentage of ABE students who achieved an MSG: = **36.81%**
- Total Percentage of ESOL students who achieved an MSG: = **12.66%**
- Total HSE's (GED Diploma or HISET Diploma): **74**

Note: Thirty-two (32) students participated in several I.E.T.s. Thus far, 16 adult education students have earned I.E.T. credentials.

CPTC's FY26 Measurable Skill Gains (MSG) % is **33.39%**

Office of College Advancement – Stephanie Roberts

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

- CPTC Procedure: Naming of College Buildings, Grounds, or Programs

Stephanie Roberts presented the Coastal Pines Technical College Foundation's revenue and expenditures for fiscal year 2025. Total revenue for 2025 was \$422,566.

Office of Information Technology – Derrell Harris

The following revised CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Account Management Procedure
- CPTC Procedure: Banner Account Provisioning
- CPTC Procedure: Computer and System Logging Procedure
- CPTC Procedure: Data Cabling and Data Room Standards
- CPTC Procedure: Maintenance of IT Assets
- CPTC Procedure: Mobile Computing and Removable Storage Device Procedure
- CPTC Procedure: Mobile Device Procedures
- CPTC Procedure: Physical and Environmental Protection
- CPTC Procedure: Risk Assessment Process: Managing Risks and Vulnerabilities
- CPTC Procedure: Software Installation
- CPTC Procedure: Tablet Acquisition and Usage Procedures
- CPTC Procedure: Use of personal Mobile Devices for Business Communications
- CPTC Procedure: VPN Access
- CPTC Procedure: Wireless Access

The migration of the Banner servers over to the new Nutanix virtualization system is complete. Nutanix is the new system prescribed by TCSG to run local Banner systems and will be supported for several years. Support and maintenance costs should go down compared to the older Cisco blade server system.

Office of Institutional Effectiveness – Vince Jackson

The USDA released unobligated funds on January 21 and the College is moving forward with the portable buildings project. Grant closing documents were completed and returned February 5, including a comprehensive Civil Rights Compliance source document. CPTC is awaiting final grant agreement. Project solicitations have not been announced yet for the new year (normally submitted at the end of February.)

CPTC's FY2026 Distance Learning & Telemedicine Grant application scored 70.00, falling 2.5 points short of the 72.50 funding threshold. Tameshia Smith, USDA Rural Utilities Service Field Representative, has agreed to meet with the College to provide feedback on strengthening the FY2027 application as CPTC intends to reapply in the next cycle.

Office of Police & Security – Bradley Barrett

As of February 6, Clery letters have been sent to all Law Enforcement agencies within CPTC's service

delivery area notifying them of the Clery crime information needed.

The CPTC Police Department, in collaboration with Savannah Technical College's Peace Officer Academy, has scheduled an instructor school that will take place in March for law enforcement officers in the Kingsland and St. Mary's Police and Sheriff Departments.

Office of Student Affairs – Carley McDonald

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

Approximately 165 graduates signed up to participate in the ceremony, with 143 of those students ultimately taking part. Of those participants, 38 were graduates of an associate degree program, the highest number of associate degree students to participate in commencement to date. For the Summer and Fall semesters, there were 443 unduplicated students who received a total of 605 awards.

Office of the President – Lonnie Roberts

TCSG-420 – Health Science Building (Jesup)

The design phase of project the Health Science Building on the Jesup Instructional Site, is moving along on schedule. CPTC anticipates the groundbreaking will take place in May or early June.

Amended FY2026 Budget (Supplemental Budget)

The Governor included \$48M for TCSG MRR (Minor Repairs/Renovations) as a one-time infusion to help colleges address needs. CCPTC will receive \$2.9M for parking and drainage improvements on the Baxley Instructional Site. Projects will be managed by GSFIC (Georgia State Finance & Investment Commission). TCSG anticipates that FY2027 MRR funding will remain at prior levels.

The Governor also proposed a new needs-based scholarship program called DREAMS. He proposed a one-time \$325M appropriation to create an endowment – with the expectation that additional private funds would be raised for the program. The details are still being hammered out, but the intention is for these new scholarships to be available to both USG and TCSG students. The House reduced that appropriation to \$300M in the supplemental budget.

Board members may find this link to the [House Budget Office](#) a useful resource. For instance, scroll down the page, open the drop-down menu and click on FY26, it will pull up several links and resources. The Track Sheet provides an easy way to follow the budget process. TCSG's portion is on pages 86 and 87 and then again on page 94 under Georgia State Financing and Investment Commission.

TCSG Legislative Priorities

House Bill (HB) 1113 – Under current GA law, our colleges are exempted from being required to make pension contributions for full-time students that are a part of the Federal Work Study Program. However, the law is silent on part-time students in the FWS Program. This legislation would make it clear that the law would apply equally to both part-time and full-time students in the FWS Program.

Senate Bill (SB) 432 – Unlike most state agencies, USG and TCSG are permitted in Georgia law to retain revenues after a fiscal year comes to a close, but that exemption has a "sunset date" of July 1, 2026 – meaning, if not changed, USG and TCSG institutions would be required to return the revenue back to the state or spend it all before the end of the current fiscal year. These "Carry Forward Funds" or "Strategic

Reserves" are an essential part of the financial planning colleges do from year to year and extending that sunset is a key priority for both USG and TCSG. Senate President Pro Tempore Larry Walker, along with leadership from both sides of the aisle have sponsored SB432 to extend that sunset an additional five years to 2031.

Facility Condition Assessments

TCSG has selected Facility Optimization Solutions (FOS) to provide system-wide Facility Condition Assessments (FCA). TCSG will fund the full cost of FCAs for all colleges.

UPCOMING EVENTS

The CPTC Foundation's Donor Appreciation Dinner is scheduled for March 12, 2026, at the Under the Chandelier Venue in Jesup, Georgia. The event will begin at 6:00 p.m.

The next CPTC Local Board of Directors' meeting is scheduled for March 19, 2026, at 12:00 p.m. on the Baxley Instructional Site.

OPEN DISCUSSION

None

ADJOURNMENT

There being no further business, the meeting adjourned at 1:15 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair