



**BOARD OF DIRECTORS MEETING
Griffin Campus, Presidential Board Room
December 18, 2019
10:00 a.m.**

MINUTES

Present:

David Campbell
Erin Cook
Keith Gettinger

Rebecca Hadley-Catter
John Rainwater
Jeff Stribling

Carman Templeton
Stone Workman

Absent:

Kyle Fletcher
Merry Heath

Roger McDaniel

Michael Powell

Staff Members:

Miriam Caslin
Dr. Chris Daniel
Dr. Xenia Johns

Dr. Steve Pearce
Dr. Murray Williams
Wanda Hammock

Kim Santerre

A. CALL TO ORDER

Carman Templeton called the meeting to order at 10:00 a.m.

B. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda.

C. APPROVAL OF AGENDA

Stone Workman made a motion to accept the agenda, Roger McDaniel seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES FROM LAST MEETING

Keith Gettinger made a motion to approve the minutes of the November 20, 2019, meetings as presented in the Board materials, Rebecca Hadley-Catter seconded, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Nominating Committee Update

Roger McDaniel provided a brief update from the Nominating Committee. The Nominating Committee brought forward as a motion the recommendation to approve Nitara Murray to represent Henry County on the Board. The Board voted unanimously to approve the appointment of Ms. Murray to represent Henry County.

2. Approval of the Academic Program

Medical Information Specialist (MI21) TCC Medical Office Support Specialist (MF31) TCC

Dr. Pearce presented the two programs for consideration. Dr. Pearce explained that these programs are embedded technical certificates of credit within the Medical Assisting diploma. Each of these programs can be completed in one semester. These programs would provide an exit point for students who cannot continue to completion of the diploma program and remain employable in their field of study. Mr. Workman made a motion to approve the programs as presented, Jeff Stribling seconded, and the Board voted unanimously to approve the motion.

G. COLLEGE REPORTS

1. Academic Affairs

Dr. Steve Pearce reported on the Academic Affairs area as follows:

- Two instructors (Amy Adams and Gayla Love) have been hired for the ASN program at the Flint River Campus in Thomaston. The cohort is full with 20 students. Dr. Pearce thanked the Upson Regional Medical Center for support provided for the program.
- The General Studies program will begin in January and is transferrable to USG schools.
- Cybersecurity will also begin in January at the Henry County Center. Christopher Hope has been hired and is close to completing his doctorate. The Cybersecurity program is a two-year program.
- An articulation agreement was signed yesterday with Gordon State College for General Studies. Southern Crescent Technical College is working on agreements with Fort Valley State University for General Studies and Clayton State University for Early Childhood Care and Education and an ASN to BSN program.

2. Administrative Services

Miriam Caslin reported on the Administrative Services area as follows:

- The College financial statement of funds available and expenditures compared to budget for the period of July 1, 2019 thru November 30, 2019 (FY2020) reflects the following:
 - Final Budget is \$30,186,216.88.
 - Current year revenue is \$13,580,618.99 less receivables in the amount of \$109,419.36 provides total adjusted revenue of \$13,471,199.63.
 - Revenue compared to budget is 44.99%.
 - Continuing Education Revenue to Budget is at 75.27%. If this percentage continues to far exceed the percentage of other local fund categories, the budget will be amended.
 - The actual expenditures total is \$12,230,907.67, comprised of 83.85% in personnel expenses and 16.15% in operating expenses. At this time last year, personnel

expenditures comprised 85.98% of the expenses. The reduction in personnel cost percentage is due by a reduction in personnel as well as the tuition increase assisting in a better standing.

- Expenditures compared to budget is 40.52%.
 - This financial statement indicates the College's current year funds available for this reporting period is \$1,240,291.96 and prior year reserves less prior year outstanding receivables with a total of \$159,590.87.
 - Current year and prior year total funds available for July 1, 2019 to November 30, 2019 is \$1,399,882.83.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.
 - Mr. Gettinger asked for projection of end of year reserves and end of year reserves for last year. Reserves less receivables for this year to date is \$159,590.87 and last year at this time was \$304,094.18.
 - Miriam Caslin and Dr. Johns provided a brief explanation of receivables.

3. Adult Education

Dr. Murray Williams reported on the Adult Education area as follows:

- Enrollment stands at 933 students, which represents 61.5% of the goal (1,517). The measureable skills gain numbers will be impacted more towards the end of the fiscal year. However, ESL6 was one benchmark that was noted as having exceeded the goal.
- David Campbell commended Dr. Williams and Dr. Johns for pushing adult education forward in Henry County.

4. Institutional Advancement

In Barbara Jo Cook's absence, Ms. Templeton provided a brief overview of items provided in the Board materials.

5. Institutional Effectiveness

Dr. Chris Daniel reported on the Institutional Effectiveness area as follows:

- Currently working on a prospectus for the Pike County High School in order to stay in compliance with SACSCOC requirements.
- The Division is working on the second amendment for the Perkins grant this year. This amendment will help ten programs. There is ~\$43,000 in carryover funds from last year's Perkins funds that have been earmarked for the ASN program on the Flint River Campus.
- Dr. Daniel, Dr. Pearce, Paul Scott (IE Director), and several academic deans attended the recent SACSCOC Annual Meeting in Houston, Texas. Time was spent in the resource room as this area provides valuable information how other schools address SACSCOC standards.
- The Division has completed working with staff in closing out the educational program student outcomes along with academic and student affairs support units' operational outcomes for the past year.
- The IT group has finished the relocation of several offices to include the dual enrollment office, Pearson Vue testing lab, the Campus Safety and Security Office, and the President's Office. This is all a part of the backfill project for Building 200.
- Phase 1 of the computer replacement plan has begun with the ordering of 30 computers.

- During the month of November, IT received and closed 277 help desk tickets. This is an average of 12-15 tickets per day.

6. Student Affairs

Dr. Xenia Johns reported on the Student Affairs area as follows:

- Spring Enrollment – 4,948; last Spring, the final enrollment number was 4,907
- The Financial Aid Department A133 audit was completed and indications are that there will be no findings.
- The Department of Education self audit is ongoing and will hopefully be completed in January.
- A HOPE audit has been scheduled for next summer.
- The GOAL winner has been named and is Kimberly Fritz Walker. She is a Medical Assisting student and will be introduced to the Board at the January meeting.

7. Executive Vice President

In Dr. Andrews' absence, Ms. Templeton provided a brief overview of items provided in the Board materials.

H. ADJOURN

Ms. Templeton brought attention to the Atlanta Journal Constitution article provided by Dr. Thomas regarding the appointment of the new commissioner. Erin Cook stated that she and her brother are old acquaintances of Mr. Dozier and his family.

The next Board meeting will be held on January 22, 2019 at 7:30 a.m. on the Griffin Campus. There being no further business, the meeting was adjourned at 10:40 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary