



BOARD OF DIRECTORS MEETING
Griffin Campus, Medical Technology Building, Room 101
January 22, 2020
7:30 a.m.

MINUTES

Present:

David Campbell
Erin Cook
Kyle Fletcher
Keith Gettinger

Rebecca Hadley-Catter
Merry Heath
Roger McDaniel
Michael Powell

Jeff Stribling
Carman Templeton
Stone Workman

Absent:

John Rainwater

Staff Members:

Dr. Alvetta Thomas
Dr. Mark Andrews
Dr. Monique Brown
Cherryl Burks
Miriam Caslin
Barbara Jo Cook

Judy Cook-Snider
Dr. Chris Daniel
Wanda Hammock
Will Hurst
Dr. Xenia Johns
Dr. Victoria Keller

Rasheeda McNeal
Dr. Steve Pearce
Kimberly Register
Kim Santerre
Anna Taylor
Dr. Murray Williams

Guests:

Kimberly Fritz Walker

Jeena Hendon

William Hendon

A. CALL TO ORDER

Michael Powell called the meeting to order at 7:35 a.m. and welcomed the guests to the meeting.

B. INTRODUCTION OF GUESTS

Dr. Thomas stated that the speakers today are the best of the best to represent the College at the State level.

1. **SCTC EAGLE Winner – William Hendon**

Dr. Victoria Keller, the Adult Education Transition Coordinator, introduced William Hendon, the College's 2020 EAGLE winner. Mr. Hendon expressed that he is now a proud graduate of the Adult Education program. He briefly spoke why the Technical College System of Georgia is so important to the State.

2. **SCTC Adult Education Instructor of the Year – Dr. Monique Brown**
Judy Cook-Snider, Adult Education Program Administrator, introduced Dr. Monique Brown, the 2020 Adult Education Instructor of the Year. Dr. Brown stated she strives to be the best advocate and change agent possible as well as a head cheerleader of the Adult Education program at Southern Crescent Technical College. This program helps the most vulnerable population in the state.
3. **SCTC GOAL Winner – Kimberly Fritz Walker**
Cherryl Burks, Student Services Director and GOAL Coordinator, introduced Kimberly Fritz Walker. Ms. Walker shared her story with the Board members. As a student in the Medical Assisting program, Southern Crescent Technical College has been more than just a college. The College has proven to be a family and a support system with great instructors who serve as role models.
4. **SCTC Rick Perkins Award Winner – Rasheeda McNeal**
Kim Register, Dean of Academic Affairs, introduced Rasheeda McNeal as a Pharmacy Technology instructor, department head, program coordinator, and now the 2020 Rick Perkins Award Winner. Entering Southern Crescent Technical College as a student was a game changer. This institution provided hands on training and the skills needed to succeed. After completing the Associates degree at Southern Crescent, Ms. McNeal was able to continue her education at Mercer University earning a Bachelor's degree. When the opportunity arose, Ms. McNeal decided to come back to the College as an employee in order to help other students on their path to success.

Michael Powell congratulated the winners and thanked them for representing the College at the State level.

C. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda.

D. APPROVAL OF AGENDA

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

E. APPROVAL OF MINUTES FROM LAST MEETING

Jeff Stribling made a motion to approve the minutes of the December 18, 2019, meeting as presented in the Board materials, Mr. McDaniel seconded, and the motion was unanimously approved.

F. OLD BUSINESS

No old business.

G. NEW BUSINESS

1. Nominating Committee Update

Since Roger McDaniel was unable to attend the meeting today, Dr. Thomas provided a brief update. The Nominating Committee is looking at Nitara Murray to represent the Board for Henry County. She attended the Tech Connect event at the Henry County Center and was responsible for getting the sponsorship from AT&T. Mr. McDaniel will contact the Committee for further discussion.

2. Approval of the Academic Program

Basic Entrepreneurship Skills

Dr. Pearce presented the program for consideration. The College has been in discussions with Pike County Schools for some time and they are ready to move forward with the Technical Certificate of Credit for dual enrollment. This program would assist students that are interested in going into business for themselves and would include a business plan upon completion of program. Mr. Rainwater expressed interest regarding the Personal Finance class and offered his assistance, if needed. Mr. Rainwater made a motion to approve the program as presented, Ms. Fletcher seconded, and the Board voted unanimously to approve the motion.

H. COLLEGE REPORTS

1. Academic Affairs

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

- ASN program is now operational on the Flint River campus. The initial class began very smoothly with no issues.
- The Practical Nursing and ASN programs are now located together on the same hall. The two programs will alternate class and clinical days so both programs have access to labs and classrooms.
- The Medical Assisting program at Flint River Campus has moved into the old Practical Nursing space allowing the program to accommodate 30 students.
- Cybersecurity program began Spring Semester on the Henry County Campus.
- The General Studies program began Spring Semester. The College has an articulation agreement with Gordon State College for this program.
- A sprinkler in the Henry Building A caused some water damage to some faculty offices and classrooms. Thanks to some great work by Facilities & Operations, the College has been able to accommodate the faculty and students without disruptions to classes.
- Articulation agreements have been developed with Clayton State University for Early Childhood Care and Education and Allied Health.

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 December 31, 2019 (FY2020) reflects the following:
 - Final Budget is \$30,249,466.54. This included two amendments. These included a slight reduction in the State allocation and the addition of a USDA grant award for Tender Tech.
 - Current year revenue is \$15,617,309.79 less receivables in the amount of \$79,414.08 provides total adjusted revenue of \$15,537,895.71.
 - Revenue compared to budget is 51.63%.
 - Comparative data for FY2019 current year revenue is \$14,165,620.77 as reported on December 31, 2018. The variance between FY2020 and FY2019 current revenue is \$1,451,689.52, an increase in reported revenue for FY2020. This increase is due to a slight increase in state allocations and an increase in Federal grant funding; however, the

most impact came from the increase in tuition rate and an increase in credit hour enrollment.

- The actual expenditures total is \$14,497,074.84, comprised of 85.7% in personnel expenses and 14.3% in operating expenses.
 - Expenditures compared to budget is 47.93%.
 - Comparative data for FY2019 operating expenses reported 16.24% on December 31, 2018.
 - This financial statement indicates the College's current year funds available for this reporting period is \$1,040,820.87 and prior year reserves less prior year outstanding receivables with a total of \$162,937.66.
 - Current year and prior year total funds available for July 1, 2019 to December 31, 2019 is \$1,203,758.53.
 - Comparative data, FY2019 current year funds available as reported on December 31, 2018 was \$910,271.60; FY2020 reports an increase of \$130,549.27.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

3. Adult Education

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

- Enrollment stands at 949 students, which represents 62.5% of the goal.
- An exciting development is that a new adult education class has begun at Piedmont Fayette Hospital with six students. Thank you to Mery Heath for her assistance in this partnership.

4. Institutional Advancement

Barbara Jo Cook reported on the Institutional Advancement area as follows:

- The Southern Crescent Technical College Foundation has submitted a grant application to Southern Rivers EMC for a vital signs machine for the ASN Program on the Flint River Campus. The grant will fund two vital sign machines. Thank you to Erin Cook for her support in this process.
- The College also applied to Upson EMC for another vital signs machine for the ASN Program on the Flint River Campus. In addition, the Foundation has submitted a grant application to Flint Energies EMC for computers for the ASN Program on the Flint River Campus.
- The Foundation has received a check for \$5,000 from Georgia Power for student scholarships. Thank you to David Campbell and Georgia Power for their continued support.
- Thanks was expressed to Carman Templeton and Upson Regional Medical Center for the donations of equipment to support the ASN program on the Flint River Campus.
- Representatives from the College attended the Jasper County Chamber meeting on January 21 and the Fayette County Chamber meeting on January 23, and will be attending the Spalding County Chamber meeting on January 30.

5. Institutional Effectiveness

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

- IE has submitted the SACSCOC Annual Profile. This reports our overall enrollment.
- The College has also recently submitted the SACSCOC Fifth Year Report. The College will have an onsite visit for three of the off-campus sites on February 18, 2020.
- The Perkins Grant amendment has been approved. Programs are beginning to make purchase requests.

- IE is currently working on the Winter IPEDS report, which covers Financial Aid and Graduation Rates.
- IE is currently working on the Perkins needs assessment. This assessment will guide the College in Perkins requests for the next 2 years.
- IT has received the computers for Phase 1 of the computer replacement for administrative staff. They will begin installing those computers this month and will order computers for Phase 2.
- IT has been working with the Technical College System of Georgia on security initiatives. This includes implementation of security upgrades for our network. Some of the upgrades include new email filtering, better detection of malware, viruses, and spam at the firewall, as well as encryption of emails when sending sensitive information.

6. Student Affairs

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

- Fall Enrollment was 5,245.
- Spring Enrollment is 5,572. There will be a drop for non-payment but expect the enrollment numbers to remain high. It is unusual for a college to show an increase above fall number for the spring semester but this may be due in part to retention initiatives, the student guarantee program, and articulation agreements. Unprecedented collaboration across divisions has assisted. Dr. Thomas also mentioned intentional marketing efforts and career advisement have also played a role. The College has seen an 80% retention rate from fall to spring semester. Community engagement and partnerships are extremely important. The RN program on the Flint River Campus is a perfect example of what can be accomplished through partnerships. Quad Graphics, the Hightower Corporation, and Upson Regional Medical Center assisted in this effort.
- Dual Enrollment for Fall Term -1,315
- Dual Enrollment for Spring Term-1,567; increase of 420 high school students. The College needs to recruit 2-3 traditional students for each dual enrollment student to help support the dual enrollment numbers and budgetary needs.
- Dr. Thomas discussed the College's efforts to retain student, particularly in the Allied Health programs. Efforts are being made to identify students at risk for leaving and determine a way to retain them.
- New legislation (HB444) will cap dual enrollment to 30 hours in the general core. Dual enrollment will be limited to 11th and 12th graders in the general core. Career and technical classes can still be offered to 9th and 10th graders. The Zell Miller Scholarship remains available.

7. Executive Vice President

Dr. Mark Andrews reported on the Executive Vice President area as follows:

- The Economic Development Division has served 63 companies this year through January 21 with a strategic indicator goal of 107 companies by the end of June.
- Thus far this year, the Division has generated \$277,990 in revenue with a goal of \$534,865 by year-end.
- The welding program for the Spalding County Correctional Institute (SCCI) has resumed with 10 inmates attending the 150-hour training program with funding provided through Three Rivers Regional Commission.

- The Clayton County Correctional Institute (CCCI) resumed on January 8 with 10 inmates scheduled to attend with funding provided through the Atlanta Regional Commission. Dr. Andrews thanked David Campbell and Georgia Power Company for assistance in getting adequate power onsite in order for classes to begin on time.
- Drivers' Education classes are scheduled in January for the Griffin Campus and Butts Center.
- The Division has Industrial Systems classes are scheduled for January at the Griffin and Flint River Campuses.
- In May 2020, a 40-hour class called "Manufacturing Basics" will be conducted on the Flint River Campus for recent high school graduates who have no college or career plans. This three-county regional approach will involve Lamar County High School, Pike County High School, and Upson-Lee and funding will be provided through Three Rivers Regional Commission. Dr. Andrews thanked Ginny Blakeney (Pike County Development Authority), Kathy Oxford (Barnesville- Lamar Industrial County Development Authority), and Kyle Fletcher (Thomaston-Upson Industrial Development Authority) for their support of this program.
- Rebecca Hadley-Catter asked about programs for electricians due to the shortage. Dr. Andrews mentioned continuing education for recertification and credit programs for training electricians. Dr. Andrews will provide flyers on the manufacturing basics and industrial systems. Dr. Thomas mentioned that part of the marketing efforts would be geared towards reaching undecided high school students.

I. PRESIDENT'S UPDATE

- Dr. Thomas expressed appreciation for the Board members' understanding of her absence at the last Board meeting. Dr. Thomas stated that she has a fantastic team that was able to have the meeting continue as planned.
- Dr. Thomas thanked the Board for their support while the College continues building strong students, careers, and communities.

J. ADJOURN

The next Board meeting will be held on March 25, 2020 at 7:30 a.m. on the Griffin Campus. There being no further business, the meeting was adjourned at 9:00 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary