



BOARD OF DIRECTORS MEETING

Webex
June 17, 2020
7:30 a.m.

MINUTES

Present:

David Campbell
Erin Cook
Kyle Fletcher
Rebecca Hadley-Catter

Roger McDaniel
Nitara Murray
Michael Powell
John Rainwater

Jeff Stribling
Carman Templeton
Stone Workman

Absent:

Keith Gettinger

Merry Heath

Staff Members:

Dr. Alvetta Thomas
Dr. Mark Andrews
Miriam Caslin
Barbara Jo Cook

Dr. Chris Daniel
Wanda Hammock
Dr. Xenia Johns
Dr. Steve Pearce

Kim Santerre
Robin Swain
Anna Taylor
Dr. Murray Williams

A. CALL TO ORDER

Michael Powell thanked everyone for attending and called the meeting to order at 7:30 a.m.

B. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda.

C. APPROVAL OF AGENDA

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

D. APPROVAL OF MINUTES FROM LAST MEETING

There was a correction noted on the minutes from the May 6, 2020 meeting. Nitara Murray was in attendance, however the minutes did not reflect it. Jeff Stribling made a motion to approve the minutes of the May 6, 2020 meeting with the attendance change reflected, seconded by John Rainwater, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Board Appointments/Vacancies

Dr. Thomas advised that the reappointments have been approved by the State Board of the Technical College System of Georgia. These include Nitara Murray for her first term; Erin Cook, Kyle Fletcher, Keith Gettinger, and Merry Heath for a second term; and Jeff Stribling for a third term. There is a vacancy in Spalding County and work continues to find an ideal candidate. One of our newer career pathways is in the aviation industry and the College is looking to expand our aviation footprint. A feasibility study will need to be conducted to identify what the next steps in the aviation pathway should be. The hope is to identify someone that lives or works in Spalding County that has a strong aviation connection with one of the major airlines, hopefully in the maintenance or tech ops area to assist the College continue a progression into aviation pathways. Dr. Thomas is open to discussion and suggestions regarding this Board vacancy. Mr. Powell requested that Board members contact Dr. Thomas and/or Roger McDaniel following this meeting if they have any thoughts or ideas regarding this matter.

2. Election of Officers

Roger McDaniel presented the slate of officers for FY2021 as Carman Templeton as Chair and David Campbell as Vice Chair. A new Vice Chair Elect needs to be identified by the end of June and in order to be eligible, the member would not be scheduled to roll off prior to the end of FY2026. Roger McDaniel will accept nominations for the Vice Chair Elect. A motion was made by Ms. Fletcher to accept the FY2021 slate of officers as presented, seconded by Erin Cook, and the Board unanimously approved.

Dr. Thomas thanked Michael Powell for his outstanding service and leadership as Chairman of the Southern Crescent Technical College Board of Directors. He was virtually presented a plaque expressing appreciation and will receive the plaque in person at a later date.

3. Approval of the FY2021 SCTC Board of Directors Meeting Schedule

The Board of Directors meeting schedule was presented with special attention given to:

- The July 15, 2020 meeting is slated to be held on campus but could possibly be changed to Webex if deemed necessary
- November 30, 2020 is the rescheduled 2020 graduation date at First Assembly of God and a verbal invitation was extended to all Board members
- May 11, 2021 is scheduled for our 2021 graduation

A motion to accept the meeting schedule as presented was made by Rebecca Hadley-Catter, seconded by Mr. Campbell, and the motion was unanimously approved by the Board.

4. New Program Review

Dr. Pearce presented the Graphic Design Developer (GDD1) Technical Certificate of Credit. Website Design is a growing area requiring graphic design skills to build graphics, logos, and content on websites. There is a great demand for individuals with website design and graphic design skills. The College teaches some graphic design courses, but this will add a couple more courses to that. Mr. Powell inquired about trends in this area and as a career path, whether there would be a need for 5-10-20 years in this geographical area. Dr. Pearce stated that the College is seeing a demand for these skills and has no indication that the demand would change for the foreseeable future, particularly with the increasing use of websites and the need for having good

graphic design on those websites. Stone Workman made a motion to approve the program as presented, Carmen Templeton seconded, and the motion was unanimously approved.

G. COLLEGE REPORTS

1. Academic Affairs

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

- The College is continuing to teach its classes remotely. The Technical College System of Georgia has allowed the College to extend the limited labs so that more students have access to those labs to complete course requirements. The College continues to follow the Technical College System of Georgia, Georgia Department of Public Health, and Centers for Disease Control and Prevention guidelines to ensure the labs are as safe as possible.
- The Small Unmanned Aircraft Systems program has been approved by the State Board. The College is awaiting approval by the Southern Association of Colleges and Schools Commission on Colleges. This program is exciting Southern Crescent Technical College is the only college in the system offering Small Unmanned Aircraft Systems. Plans are to begin offering the program in January 2021.
- The College's Cybersecurity Instructor, Chris Hope, has been selected to attend the AWS Cloud Computing Academy. AWS is a part of Amazon. Once Mr. Hope completes the academy and is certified, he will be eligible to teach Amazon's Cloud Computing curriculum. Cloud computing is a rapidly growing area. The College is working with the Technical College System of Georgia on this project. This program has potential for the College.
- Blackboard, the College's Learning Management System, sponsored a contest to encourage faculty to improve accessibility to course content on Blackboard. The College achieved Gold Club, the second highest status, based on the number of "fixes" to Blackboard content. Fixes are changes that make the content more accessible. Our distance education staff and faculty do a great job taking care of all of our students.

2. Administrative Services

Miriam Caslin reported on the Administrative Services area as follows:

- Construction and Renovation update:
 - Dundee Education Technology Center (Building 200) is scheduled for completion in August
 - Building 100 is now underway
 - Ellis Crossing is scheduled for completion in August
- The College financial statement of funds available and expenditures compared to budget for the period of July 1, 2019 thru June 14, 2020 (FY2020) reflects the following (there is no FY2019 comparative data available for this reporting period):
 - Final Budget is \$33,036,132.79.
 - Amendments to the budget included two Federal grants due to the pandemic. These include \$1,956,143.00 from the CARES Act Grant (located in Federal Program section) and \$247,491.00 from the CARES Act Strengthening Institutions Grant because the College is considered a minority serving institution.
 - Current year revenue is \$28,496,410.15 less receivables in the amount of \$181,714.43 provides total adjusted revenue of \$28,314,695.72.
 - Revenue compared to budget is 86.26%.
 - The actual expenditures total is \$26,984,066.08, comprised of 84.81% in personnel expenses and 15.19% in operating expenses.
 - Expenditures compared to budget is 81.68%.

- This financial statement indicates the College's current year funds available for this reporting period is \$1,330,629.64 and prior year reserves less prior year outstanding receivables with a total of \$178,087.98.
 - Current year and prior year total funds available for July 1, 2019 to June 14, 2020 is \$1,508,717.62.
- 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:

- During the period between March 23 and May 13 (COVID-19 pandemic period), the program served 325 students, which represents 27% of the students who were enrolled in the program as of March 13, 2020. A survey was conducted of the 1,200 students enrolled prior to COVID-19, and those responding indicated the following:
- 40% said they had too much going on at home – children at home, limited resources
 - 45% did not have computers
 - 13% did not have internet service
- This survey provide the insight that the College must do what it can to bring the students back to campus.
- The program is currently working on a return to class plan, which will include a hybrid model of instruction that allows for both face-to-face and online instruction occurring simultaneously.
- GED testing resumed this week with 19 people signed up to test.
- The FY2021 Renewal Grant for the adult education program was submitted on June 16, 2020 with a budget of \$1,385,000.00.

4. Institutional Advancement

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

- The 2020 Internal Tiger Campaign kicked off via email on April 13, 2020, and ended on Friday, May 15, 2020. All donations to the campaign support students through scholarships. When the campaign ended, 60% of full-time faculty and staff pledged \$36,424.00 for student scholarships, and 58 employees pledged one percent of their salaries to be a member of the President's One Percent Club.
- The SCTC Foundation met on May 21, 2020, via Webex, and one of the action items on the agenda was to approve the officers for the next two years. The following Trustees were approved as the officers beginning July 1, 2020: Jack Bowdoin as Chair, Gordon Dixon as Vice-Chair, Natalie Jones as Secretary, and Reshann Adams as Treasurer.
- The SCTC Foundation received a check for \$10,000 from Dollar General to cover the costs of GED testing for students in Spalding County.
- The Resources Committee for the SCTC Foundation will be meeting on Thursday, June 18, 2020, via Webex to discuss fundraisers for the summer and fall.

5. Institutional Effectiveness (IE)/Information Technology (IT)

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

- IE staff members reported back to a regular work schedule on June 15. Communication with other departments is conducted by phone and video conferencing as much as possible.
- The Perkins FY2020 final amendment has been approved by the Technical College System of Georgia. The College was able to allocate approximately \$81,000 for equipment in Diesel,

Film, Horticulture, Culinary, Cosmetology, Nurse Aide, Paramedicine, and Practical Nursing. The College also included professional development for faculty that will be teaching our new Small Unmanned Aircraft Systems (drone) program.

- IE has included for your review the proposed FY2021 Perkins budget. The total amount of the request is \$1,255,668. The breakdown is as follows:

Personnel	\$952,328
Professional Development	\$28,810
Travel	\$25,650
Book and Supplies	\$57,000
Contracts and Consultants	\$30,700
Equipment	\$161,180

- Our Curriculum Management Director has completed the conversion of our Catalog to the SmartCatalog format. Ms. Boisseau is also currently working with the Deans to review curriculum for items that will need to be reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- The finishing touches on the Small Unmanned Aircraft Systems prospectus are being finalized in preparation for submission to SACSCOC.
- IT staff have reported back to work on the Griffin Campus and is serving our other campuses remotely as much as possible and scheduling times on those campuses as needed.
- IT successfully configured 100 laptops with funds from Perkins and the Foundation to use as loaner laptops.
- During construction, the main fiber optic line for the College that provides internet access to the College, network access to the Flint River Campus, Butts County Center, Henry County Center, the Medical Technology Building, and Ellis Crossing was cut by the contractor. IT staff worked with our fiber vendor and the construction company to restore access to the Griffin Campus, Flint River Campus, and the Henry County Center sites within 13 hours, with a temporary line. However, connectivity to the Medical Technology Building and Ellis Crossing was not restored until June 1, due to a conduit pipe encased in concrete that had to totally be replaced for the permanent fix for all campus access.

6. Student Affairs

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

- Summer Enrollment is 2,790 (last summer was 2,833). This represents a 1.5% decrease; the System average is showing a decrease of 7.8%.
- Dual Enrollment summer term is 224 (last summer was 247), a decrease of 23 students.
- The Division is focusing on fall term enrollment with a goal of 5,500 students. Currently, 1,993 students have enrolled; last fall, enrollment was 5,238 students.
- Financial Aid has been very busy in preparation for audits:
 - Data was recently submitted for a VA Audit.
 - A HOPE Audit begins tomorrow.
- In regards to student life, the College has continued to offer student support services remotely. A few special items were noted:
 - A Graduation Tribute is being created by our Marketing department.
 - A Graduation Drive Through Celebration was held on June 5.
 - Commencement Exercises will be held on November 30, 2020 at the First Assembly of God Church in Griffin.

- CARES Act funding for students was received in the amount of \$1,956,144.00. To date, the College has awarded \$1,225,150 to 2,545 students. Plans include disbursement of summer awards and additional emergency grants.

7. Executive Vice President

Dr. Mark Andrews reported on the Economic Development area as follows:

- The Economic Development Division to date has served 81 companies with a goal of 107, attained 17,801 training hours as compared to 18,554 last year, and generated about \$419,000 in revenue with a benchmark of \$500,000.
- The third Welding class at the Spalding County Correctional Institute is in the process of completion with 6 welding certification tests conducted on June 12 at the Flint River Campus Welding lab.
- The Welding class with the Clayton County Correctional Institute has been completed with six inmates receiving one or more Welding certificates.
- Discussions continue for holding Welding classes with Goodwill of North Georgia at the Henry County Center utilizing the Technical College System of Georgia trailer.
- An Industrial Systems online self-paced training class focusing on electrical controls and logic began on May 15 with three employees from Alpla and is going well.
- The online Basic Training for Supervisors is scheduled from June 15-18 from 8:00 am - 12:00 pm each day. A total of twelve students from De Wafelbakkers, Avery Dennison, Alpla, and Fitzgerald Plumbing will participate.
- There is an onsite class at Alta Refrigeration in Peachtree City on June 18 (Peer Yesterday, Leader Today).
- Emergency Vehicle Defensive Driving is scheduled for June 22-24 with the Thomaston Fire Department that will be conducted on the CDL range at the Flint River Campus.
- The Division has a Root Cause Analysis online class that is scheduled for July 6-10 from 8:00 am - 12:00 pm each day. Thus far, three employees from the City of Griffin are registered. There may be some employees from Spalding County government that will register.
- The Clayton County Correctional Institute has requested a forklift class for eight inmates on July 17 and July 24.
- Goodwill of North Georgia has requested training in August at the Henry County Center that will include forklift, OSHA 10 Hour, and CPR.
- Southern States and Toppan have requested ACT Work Keys assessments for some of their employees and the College is working on potential dates.
- Testing for Allied Health students has been ongoing each week on the Griffin Campus for PSB. TEAS testing has been conducted online with students testing from home.

H. PRESIDENT'S UPDATE

- Mr. Powell thanked Dr. Thomas, Dr. Johns, and Dr. Williams for sharing 30-second videos about how they serve the community. Those videos have been some of the most viewed partner videos that he has posted.
- Dr. Thomas stated that she would like to provide some additional context to the Student Affairs report. Although our overall enrollment is down 1.5%, our FTE is up 0.8% and credit hours are up 0.9%. This means that our teams are working really hard to get students enrolled in the classes that they need.
- Dr. Thomas shared additional information on the CARES Act Funding that was received. The

College has one year to spend the monies allocated so the College will continue to disburse the student portion over the summer and the fall. The College is still looking at expenditures for the institutional portion and the minority serving institutional portion. Plans are to use a portion of the funding to upgrade technology for online learning.

- Dr. Thomas shared that the Governor has revised the budget cut, down from 14% to 11%. This means that instead of a \$1.9 million cut, the cut will equate to approximately \$1.5 million. Southern Crescent Technical College has submitted a plan for the \$1.9 million cut. Some of that cut included personnel changes that were really needed anyway. One of the changes included moving some of the full-time faculty from a 12-month contract to a 10-month contract. Fall and spring enrollment is much higher than summer enrollment, so the College will continue to look at our programs and our scheduling to ensure that payroll reflects student enrollment during the summer months. As enrollment increases, the College will make adjustments.
- Dr. Thomas discussed the COVID-19 reopening plan and announced that the Senior Leadership Team has returned to their respective offices. Staff schedules will be staggered to allow for social distancing and to avoid having too many people in the buildings/areas. A robust sign-in procedure for both students and staff has been developed so that the College can contact trace, if needed.
- The College is working on plans for the fall and trying to determine what instruction will look like. Some form of remote learning will continue but the expectation is to have a more robust face-to-face opportunity for the fall semester. Currently, our students differ from the national trends in relation to general core classes. Southern Crescent students are reluctant to sign up for face-to-face classes and the largest sign-up activity for general core is in remote learning classes. The College is also looking at classes that can easily transition from face-to-face classes to remote learning as needed. The College has relaxed admissions testing requirements and placement testing requirements for students wanting to enroll. This was a statewide initiative. Dr. Thomas plans to recommend continuing this for the spring term as well because it has proven to be very helpful for the students to not have to go through the placement process. Many students that have chosen to enroll in learning support classes are, in many cases, doing much better than those required to do so.
- Southern Crescent Technical College has launched a new website. It is colorful and more appealing to the students. Dr. Thomas offered a special thanks to Anna Taylor and her team as this was a monumental task.
- Dr. Thomas expressed her gratitude for those that came out to support the graduate parade and to those that submitted congratulatory notes for the graduate's souvenir booklets.
- The College is in the process of disseminating branded masks to faculty and staff. The College continues to take measures to protect the health and safety of anyone on campus.
- Dr. Pearce will be convening an Aviation Advisory Committee in the fall. The College is looking for members for this new committee to guide and direct efforts in aviation pathways. Any suggestions are welcomed.
- Dr. Thomas thanked the Board for their support of Southern Crescent Technical College and for everything they do to support our students.

I. ADJOURN

Mr. Powell thanked Dr. Thomas for navigating a very unique season in the College's history and offering her wisdom and guidance in the interest of the students. He asked Dr. Thomas to reach out to the Board if there was anything that they could do to assist. The next Board meeting will be held on July 15, 2020 at 7:30 a.m. and is scheduled to be held at the Griffin Campus. Dr. Thomas previously

requested flexibility if the event has to be held via Webex. There being no further business, Mr. Powell closed out his final meeting as Chair and the meeting was adjourned at 8:28 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary