



**BOARD OF DIRECTORS MEETING**  
**WebEx**  
**September 16, 2020**  
**7:30 a.m.**

**MINUTES**

**Present:**

David Campbell  
Erin Cook  
Carman Dean  
Kyle Fletcher

Keith Gettinger  
Rebecca Hadley-Catter  
Roger McDaniel  
Nitara Murray

Michael Powell  
John Rainwater  
Jeff Stribling  
Stone Workman

**Absent:**

Merry Heath

**Staff Members:**

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

Dr. Chris Daniel  
Dr. Xenia Johns  
Dr. Kim Lee  
Dr. Steve Pearce

Anna Taylor  
Dr. Murray Williams  
Wanda Hammock  
Kim Santerre

**A. CALL TO ORDER**

Carman Dean thanked everyone for attending and called the meeting to order at 7:35 a.m.

**B. ADDITIONS/CHANGES TO THE AGENDA**

There were no additions to the agenda.

**C. APPROVAL OF AGENDA**

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

**D. APPROVAL OF MINUTES FROM LAST MEETING**

Kyle Fletcher made a motion to approve the minutes of the July 15, 2020 meeting, seconded by Mr. Campbell, and the motion was unanimously approved.

**E. OLD BUSINESS**

No old business.

## **F. NEW BUSINESS**

### **Nominating Committee Update/Election of Officer – Vice Chair Elect**

Roger McDaniel stated that work continues to identify a new Vice Chair Elect and made a motion to table this item for the next meeting. Mr. Stribling seconded the motion, and the motion passed unanimously. Mr. McDaniel will accept nominations for the Vice Chair Elect. Dr. Thomas made note that nominations should include Board members that would remain on the Board until 2026.

## **G. COLLEGE REPORTS**

### **1. Academic Affairs**

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

- The College conducted its first Aviation Advisory Committee meeting on August 20. There were representatives from the Federal Aviation Administration (FAA), Delta TechOps, Griffin-Spalding Airport, Griffin Region College and Career Academy, and the College. The discussion included the College's plans for moving into the aviation field beyond the initial Small Unmanned Aircraft Systems (Drone) program. The committee provided advice regarding the beginning of aviation maintenance programs that would ultimately result in an FAA approved maintenance program. Dr. Pearce has since had the opportunity to hold additional conversations with a representative with Delta TechOps on future research that should be conducted.
- The Fall Semester began on August 18. Many of our general education and lecture courses were converted to online as a result of student requests. Those students enrolled in face-to-face classes have the option of coming to campus or participating in the class remotely. Students who have required labs and clinicals are attending those on campus and at the clinical site. The College is following all health and safety guidelines provided by the Department of Public Health and the Centers for Disease Control. The beginning of the semester has gone well as faculty have kept students informed of expectations during this unusual semester.
- Students in the German Apprenticeship program are required to test upon completion. The German American Chamber of Commerce of the Southern U.S. conducts the testing. The College recently hosted the test for our dual enrolled students at the Griffin Region College and Career Academy. Faculty set-up the test and monitored the testing.
- This Friday, two Welding students will travel to compete in the American Weld Society Atlanta Chapter for a chance to win a scholarship.

### **2. Administrative Services**

Miriam Caslin reported on the Administrative Services area as follows:

- Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2019 through June 30, 2020 (FY20). This financial statement reflects the Year-to-Date FY 20 Revenues and Expenditures. This report is revised and does not include any outstanding receivables.
- The comparative data for the Year-to-Date FY20 Financial Statement of Funds Available and Expenditures Compared to Budget will be the same reported data fields for Year-to-Date FY19 Statement.
- A financial overview and brief explanation of this statement:
  - The final budget is \$34,947,608.18.

- FY20 Current Year Revenue is \$31,992,997.17. However, including the prior year reserves, the FY20 End of Year Revenue is \$32,456,682.22.
  - In comparison, the FY19 Current Year Revenue was \$29,692,352.81 with the FY19 End of Year Revenue of \$30,423,606.33.
  - The variance between end of year FY20 and FY19 revenue is an increase of \$2,033,075.89 in reported revenue for FY20. The FY20 revenue increase is due to a slight increase in state funds with the majority of the increase arising from local program revenues with the contributing factor being an increase in credit hour enrollment.
  - Revenue compared to budget for FY20 is 91.55%.
  - FY20 actual expenditures total is \$29,777,238.34, comprised of 84.08% in personnel expenses and 15.92% in operating expenses. Comparative data for FY19 included the total expenditures reported on June 30, 2019 was \$29,929,541.38, with 83.52% in personnel expense and 16.48% in operating expenses.
  - FY20 financial statement indicates the College's excess funds balance as of June 30, 2020 is \$2,679,443.88. This amount does not include any outstanding receivables. For comparative data, FY19 total funds balance was reported on June 30, 2019 as \$494,064.95. The College operated on a very conservative budget in FY20. An increase in credit hour enrollment had a direct impact in the increase of College fund balance for FY20.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.
  - David Campbell inquired regarding the charge offs and if this falls within 3% or less. Ms. Caslin stated that charge offs are receivables that the College has attempted to collect and that these typically have been less than 3%.
  - Dr. Thomas stated that the College worked hard to streamline processes, took a deep dive in course offerings, and decreased staffing in order to right size. Dr. Thomas thanked the Senior Leadership Team for their hard work to end on a positive note amidst budget cuts. Miriam Caslin has always done a fabulous job with the College's budget and leading the Administrative Services Division but that she wanted to provide a moment for everyone to congratulate Ms. Caslin as she will be retiring from the College effective January 1, 2021. Board members thanked and congratulated Ms. Caslin. Her hard work and dedication is appreciated and they look forward to continuing to work with her through the end of the year.

### **3. Adult Education**

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

- Beginning in July, face-to-face and virtual classes are being offered on all campuses. Dr. Williams requested that Board members help to get the word out into the community that face-to-face classes have resumed.
- The program has 199 enrolled students. Pre-COVID, enrollment would be around 700 for this time of the year. This is a clear indication of the impact that COVID-19 is having on Adult Education with enrollment down 71%.
- Goals for the year are 1,000 enrolled students and a 53% Measurable Skills Gain percentage. The College currently has a 21% Measurable Skills Gain percentage. Testing can only occur one student at a time online. The Technical College System of Georgia's Measurable Skills Gain percentage is 10.86%.

- The majority of our enrolled students are ABE2 (Grade Levels 2-3; 79 students) and ABE3 (Grade Levels 4-5; 52 students). With the TABE 11-12 test, students fall into a lower level than with the previous test. Most students at a Grade Level 3 are able to get a GED.
- Normally, Adult Education serves three correctional sites but currently, Adult Education staff members are being allowed into only one of those sites due to the pandemic. This has also had a direct impact on this year's enrollment.
- Jordan Thomas, a Henry County adult education student, recently completed her GED. You can read more about her story in the article on Southern Crescent Technical College's website entitled "Persevering Through the Pandemic" (<https://www.sctech.edu/news/student-spotlight-persevering-through-the-pandemic/>).
- Michael Powell thanked Dr. Williams in helping schedule Ms. Thomas for the Pike Family Connection meeting to share her story. While at the meeting, Jordan and her instructors volunteered to help with other training initiatives in Pike County. Mr. Powell appreciated her perseverance and working through to reach her goals. He considers her an amazing lady.

#### **4. Institutional Advancement**

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

- The SCTC Foundation's Drive "Fore" Education Invitational Golf Tournament will be held on October 27, 2020, at 8:30 a.m. at The Club at Shoal Creek in Griffin. The goal is to have 27 teams in the tournament. Currently, the Foundation has sold sponsorships for 25 teams. Thanks to Board members Erin Cook, Carman Dean, Kyle Fletcher, Keith Gettinger, Rebecca Hadley-Catter, Nitara Murray, and John Rainwater for coordinating sponsorships for the golf tournament.
- The Advancement Division submitted the application for Role Model Foundation to the Technical College System of Georgia Foundation on August 21, 2020. The Foundation has met the criteria and been awarded the status of Role Model Foundation for the last five years. The recent application is the sixth application that the Foundation has submitted to the Technical College System of Georgia Foundation for the status of Role Model Foundation. This requires a great deal of engagement from the Trustees and their efforts are greatly appreciated.
- Scholarship applications are open to students through September 30.

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

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

- The College is pleased to announce that the SACSCOC Board approved our Fifth-Year Report and the Off-Campus Site Report without any recommendations. This means other than the usual correspondence, the College's next accreditation report is due March 1, 2023. Dr. Daniel thanked everyone for his or her assistance as it takes a College-wide effort.
- In May, the IE Department conducted two surveys: one for students and one for faculty. The surveys were specific to each group's experience during the Spring 2020 semester in relation to COVID-19. On September 2, IE conducted a workshop for Deans and Directors to review the results of the student survey and to establish strategies for improvement. The next step is to fold these strategies into the appropriate College department as part of their annual plans. This will allow the College to track and assess the results of these strategies. IE is also working with the Deans to review the faculty survey to identify improvement strategies. These will also fold into the appropriate department's plans.

- IE is currently running the community stakeholder survey. This survey went out to approximately 400 individuals. The results will provide information that the College will use to update the needs assessment for the Perkins V Grant and to establish improvement strategies across the College. Dr. Thomas encouraged the Board's participation in the stakeholder survey.
- IE has disseminated an employee satisfaction survey. This survey is administered each fall. Results are used to review various College functions and to establish improvement strategies.
- IT is in the process of updating the external Wi-Fi on the Butts County Center, Flint River Campus, Griffin Campus, and Henry County Center locations. This was made possible from the institutional portion of the CARES Grant.
- IT has returned laptops that had been used remotely by employees to the Pharmacy Tech program. IT is monitoring other programs and labs and laptops will be returned as needed. Currently, the College is exploring a plan to purchase additional laptops for employee use that will alleviate the need to use any laptops that were purchased for student labs.
- Smart Catalog is up on the College's webpage. This houses the College catalog and handbook.
- The College is now working with the Technical College System of Georgia and Degree Works. This includes:
  - Workshops with faculty, advisors, registrar's team, and admissions.
  - Ability to provide the Register's Office with additional reports to help identify completers.
  - Starting to focus on the Student Academic Plan section in Degree Works.
- Curriculum Management is also reviewing all curriculum to make sure the College is including all the electives in each credential and looking at additional embedded Technical Certificates of Credit.

## **6. Student Affairs**

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

- Fall Enrollment – 5,163 (last Fall Term 5,246; down 93 or 1.76%; System average down 10.2%)
- Fall Credit Hours – 43,706 (last Fall Term 44,272; down 1.27%; System average down 10.4%)
- Fall Full Time Equivalent – 2,880 (last Fall term 2,965; down 2.9%; System average down 8.8%)
- Dual Enrollment Fall Term – 1,094 (21.4% of overall enrollment; last Fall Term 1,315; down 221 or 17%; System average down 25%)
- The Division is focusing on Fall Minimester 2 enrollment. The Minimester begins on October 21.
- Student Life
  - Commencement Exercises, November 30, 2020, First Assembly of God Church in Griffin
  - Basketball Season begins January 22, 2021. Tryouts begin this month.
  - Exploring the idea of Drive-In Movie Nights
  - Scheduling SCTC Voter Registration Drives
  - Pocket-sized constitution booklets will be provided while celebrating Constitution Day
- Financial Aid
  - The College recently completed a VA Audit. There was one issue identified but it did not have any monetary penalties attached to it so the issue was easily addressed.

- The College also completed a HOPE Audit and there were four items identified. One was related to hours reported, another with selective service requirements, and two related to GPA calculations. Only three of these had monetary penalties associated with them, totaling approximately \$4,000. A response has been submitted requesting reconsideration of those three items because of a different interpretation of the regulations. An update will be provided once this audit has been finalized.
- CARES Act Funding (Student Portion \$1,956,144.00)
  - Awarded \$1,750,800.00 to 2,549 Spring Term 2020 students and 1,291 Summer Term 2020 students.
  - Will disburse additional emergency grants (\$205,344.00).
- Job Placement/Graduate Reporting
  - AY19 In-field job placement rate 88.2%/AY18 - 87.7%
  - AY19 total job placement rate 99%/AY18 - 98.9%
  - AY20 graduation rate 83%/AY19 - 80%
  - AY20 unduplicated awards 2,301/AY19 -2,622 (down 321 or 12.2%; System average down 4.9%)
  - AY20 duplicated awards 3,838/AY19 - 4,245 (down 407 or 9.6%; System average down 3.2%)
- David Campbell inquired as to whether legislative changes had an impact on dual enrollment numbers for this year. Dr. Johns confirmed there were a number of changes that would affect the enrollment numbers across the state. Mr. Stribling also mentioned that he believes there would be an impact from COVID-19 on the enrollment numbers.

## 7. Executive Vice President

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

- The Economic Development Division through August has served 17 companies and generated \$75,995 in revenue.
- The Division has conducted two WebEx classes during the new fiscal year: Root Cause Analysis and Six Sigma Yellow Belt. Some future face-to-face classes that are planned include Six Sigma Green Belt from October 19-23 and Six Sigma Black Belt in January.
- Welding programs at the Clayton County Correctional Institution and Spalding County Correctional Institution will be starting back up during the next quarter pending funding approval of the Atlanta Regional Commission and Three Rivers Regional Commission.
- The Division is working with Upson Regional Medical Center in providing 18 classes on Leadership conducted on the Flint River Campus in September, October, and November.
- Driver's Education has resumed having completed two classes thus far with nine additional classes scheduled through January. These classes are been offered through face-to-face and online Blackboard formats.
- CDL Prep classes are in progress with clients that include Clayton County Water Authority, Henry County Public Works, and Georgia Department of Natural Resources.
- Goodwill of North Georgia has requested training from October 28-November 4 at the Henry County Center that will include forklift, OSHA 10 Hour, and CPR.

## **H. PRESIDENT'S UPDATE**

Dr. Thomas reviewed the Board of Directors meeting schedule and cancelled special events. The hope is to be able to meet face to face in November. The College is closely monitoring COVID-19 cases on campuses. There have been eight positive cases since March. Cases have been very contained and there has been no spread from those cases. The College promotes wearing masks, use of plexiglass separators, limiting movement on campus, and cleaning constantly.

Dr. Thomas thanked Miriam Caslin and Dr. Stanfield for renovation efforts. The 100 and 200 Halls are nearing completion. The 100 Hall will house a One Stop Shop center for students. This will be a customer friendly area with Student Affairs, Financial Aid, the CAP Center, and the Bookstore being located on the first floor as you enter the building. Advancement and Marketing are moving to second floor. Renovations are under budget so the College will work to shift some funding on to areas vacated by Student Affairs, Advancement, and Marketing. This area will house Facilities offices but also provide space for a Culinary Arts lab and offices.

The 500 Hall needs renovation and the College may be able to do some of infrastructure upgrades. The College has requested funding for the 500 Hall but this did not get into the OPB submission as one of the System Office priorities but this could be approved and funded later.

Planning for the Henry County Center for Education and Entrepreneurship continues. The Lakemont property is going through purchase process at this time. The Center for Education and Entrepreneurship is in the program planning process and will be anchored by Culinary Arts with a cafe shop. Upgrades have also been planned for the Henry County Center Building A to include library and bookstore facilities.

Dr. Thomas provided a look back at AY2020 up in FTE and enrollment. The College is looking deeper at demographics-to unpack the demographics and to target more males. In reviewing data, current information shows students matriculating from (32%)-Henry, (16%) Spalding, (12%) Fayette, (10%) Clayton, and (6%) Upson.

Top programs are in healthcare and industrial technology. Retention is at 72.8%, which is down from last year slightly. The College continues to work with students to completion. The largest percentage of completion is in the industrial and technical programs. Degree Works will help improve completion for next year.

This year, the College will not host the typical State of the College event but Dr. Thomas will provide information via social media and the annual report mail out.

Dr. Pearce mentioned the uptick in online class enrollment and Dr. Thomas noted that online class enrollment has increased across the state. The College responded to the need for more online classes from students as well as faculty.

Dr. Thomas introduced new staff member, Dr. Kim Lee. She is the Vice President for Special Projects transferring in from Albany Technical College. Dr. Lee is already working well with the Leadership Team and has been tasked to enhance National recognition for the College. Carman Dean welcomed Dr. Lee to the College.

Dr. Thomas thanked the Board for their continued support. Please continue to follow us on social media. Anna Taylor and her team are doing a great job. Retweet and repost to help get the message out.

Dr. Thomas mentioned that the College would be hosting a Drive In Movie. The event is open to the public.

Carman Dean stated that it is very encouraging to hear about all the positive things that are going on with the College in spite of it being such an unusual year. She thanked the Senior Leadership Team on behalf of the Board for all of their hard work.

#### **I. ADJOURN**

Ms. Dean thanked everyone for thinking outside the box during these unprecedented times. The next Board meeting will be held on November 30, 2020 at 11:30 a.m. and is scheduled to be held at the First Assembly of God Church. There being no further business, the meeting was adjourned at 9:27 a.m.

---

Dr. Alvetta Peterman Thomas, Executive Secretary