



**JOINT MEETING OF THE BOARD OF DIRECTORS
AND SCTC FOUNDATION
WebEx
December 17, 2020
10:00 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Carman Dean
Kyle Fletcher

Keith Gettinger
Rebecca Hadley-Catter
Roger McDaniel

Nitara Murray
Michael Powell
Stone Workman

Absent:

Erin Cook
Merry Heath

John Rainwater

Jeff Stribling

FOUNDATION TRUSTEES:

Present:

Allie Armistead
Bobby Bickley
Nancy Blake
Jack Bowdoin

Gordon Dixon
Randy Hayes
Tamara Ison
Natalie Jones

Lincoln Parks
Brent Randolph
Charles Releford, Jr.
Ryan Tucker

SCTC STAFF MEMBERS

Present:

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

Jean Cash
Wanda Hammock
Kim Santerre

A. CALL TO ORDER

Carman Dean thanked everyone for attending and called the meeting to order at 10:05 a.m.

B. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda.

C. APPROVAL OF AGENDA

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

D. APPROVAL OF MINUTES FROM LAST MEETING

1. Board of Directors

Michael Powell made a motion to approve the minutes of the September 15, 2020 meeting, seconded by David Campbell, and the motion was unanimously approved.

2. SCTC Foundation

Ms. Dean yielded the floor to Jack Bowdoin, Chair of the SCTC Foundation, for the next item of business. Mr. Bowdoin presented the minutes of the last Foundation meeting to the trustees. Nancy Blake made a motion to approve the minutes of the October 22, 2020 meeting, seconded by Ryan Tucker, and the motion was unanimously approved. Mr. Bowdoin requested that Ms. Dean assume the floor.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Nominating Committee Update/Election of Officer – Vice Chair Elect

Roger McDaniel stated that identifying a new Vice Chair Elect was tabled at the last Board of Directors meeting. Mr. McDaniel, on behalf of the Nominating Committee, made a motion to name Rebecca Hadley-Catter as the Vice Chair Elect. After brief discussion of Ms. Hadley-Catter's experience, the motion passed unanimously. Dr. Thomas stated that her resume would be disseminated to the Board for their information.

2. Approval of the FY2021 Board of Directors Meeting Schedule

Ms. Dean presented the Board of Directors meeting schedule as included in the Board materials. The November 30 meeting was cancelled and therefore another meeting must be added to meet requirements for the fiscal year. February 17 was proposed as a meeting date with the location suggested as Griffin. Stone Workman made a motion to accept the schedule as presented, Keith Gettinger seconded, and the motion was unanimously approved.

3. New Program Review

Logistics and Supply Chain Technician (LA51) Technical Certificate of Credit Paralegal Studies Post-Baccalaureate Certificate (PS71)

Dr. Pearce presented the new programs. The Logistics certificate would allow a student to complete in one semester and gain general knowledge regarding logistics and supply chain processes and practices. This certificate would provide an exit point for students unable to complete the degree program and enter the workforce.

Paralegal Studies Post-Baccalaureate Certificate is designed for those with a Bachelor's degree to enter the program and complete the required courses to enter the workforce as a paralegal. This is helpful for those having difficulty finding a job in their desired field, for those looking for career change, or for someone that had a desire to attend law school but for some reason was unable to do so.

Mr. Campbell made a motion to approve the programs as presented, Mr. Powell seconded, and the motion was unanimously approved.

4. College Financial Update

Miriam Caslin reported on the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2020 through November 30, 2020 (FY2021).

- A financial overview and brief explanation of this statement:
 - The final budget is \$29,172,900.49.
 - FY2021 Current Year Revenue is \$12,819,644.25 less receivables provides an adjusted revenue of \$12,794,677.65. This reporting period represents 42% of the fiscal year.
 - Revenue compared to budget for FY2021 is 43.94%.
 - Comparative data from FY2020 includes revenue of \$13,580,618.99. The decrease in FY2021 revenue is due to a State allocation budget cut as well as the impact from COVID-19.
 - FY2021 actual expenditures total is \$11,400,375.61, comprised of 86.74% in personnel expenses and 13.26% in operating expenses. Total expenditures to budget is at 39.8%.
 - Comparative data for FY2020 included the total expenditures reported on November 30, 2019 was \$12,230,907.67.
 - Current year funds available for FY2021 is \$1,394,302.04. With prior year reserves and less receivables, the total funds available is \$3,386.692.45. This represents an increase as compared to last year (~\$1.3 million).
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in great standing.
- Dr. Thomas stated that the College is in great shape and she commended Ms. Caslin for the work that she has done to get the College to this point as well as the faculty and staff. They worked diligently to make sure that the College continues to meet the needs of the communities but do so in a fiscally responsible way. This is Ms. Caslin's last meeting as she is retiring effective December 31, 2020. Board members and Foundation trustees joined Dr. Thomas in congratulating Ms. Caslin on her retirement. A search for her replacement is ongoing and Stacy Acey has agreed to serve as Interim Vice President. She is a current College employee that has served in that division for over 15 years. Ms. Caslin has agreed to be available by phone should the need arise.

5. SCTC Foundation Updates

Resources Committee

- Barbara Jo Cook reported on behalf of the Foundation's Resources Committee that the SCTC Foundation's Drive "Fore" Education Invitational Golf Tournament held October 27, 2020 at The Club at Shoal Creek in Griffin was a success. There were 28 teams competing in the tournament. This was the only fundraiser for the year due to COVID-19. The gross income was \$58,839 and with expenses of \$7,501.68, the tournament netted \$51,337.34. Thanks to the leadership of Todd Feltman, along with the support Gail Gardner, the Foundation's Resources Committee, Board members, and Foundation trustees, the event was an overwhelming success. Special thank you to Culinary Arts for assisting in providing a hot meal.
- The Foundation awarded 47 scholarships totaling \$17,100 for Spring semester. Of these, 29 scholarships were funded by donations from faculty and staff through payroll deductions. This was the first time that the internal campaign kick-off was a virtual event. External

- stakeholders funded the remaining 18 scholarships awarded. This year's One Percent Club donors were offered the opportunity to enjoy the Fantasy in Lights at Callaway Gardens.
- The Advancement Division received a plaque for Role Model Foundation from the Technical College System of Georgia Foundation Association. The Foundation met the criteria and awarded the status of Role Model Foundation for the sixth consecutive year. This requires a great deal of engagement from the Trustees and their efforts are greatly appreciated.

SCTC Foundation Strategic Planning

Mr. Bowdoin stated that the meeting held on October 22 was an educational session to assist newer members of the Foundation to gain an understanding of the structure of the College. Members of the Senior Leadership Team provided a brief explanation of their respective divisions. The presentations were greatly appreciated and served to provide a good overview of the College in preparation for developing a strategic plan for the Foundation. Mr. Bowdoin plans to reach out to Ms. Dean to gain input from the Board of Directors and seek areas wherein the Boards could work together.

Mr. Bowdoin introduced two new trustees, Brent Randolph (Fayette County) and Kenneth English (Henry County).

G. PRESIDENT'S UPDATE

Dr. Thomas stated that she has moved into the newly renovated President's Office. There is still some work to be completed but the remaining items are expected to be accomplished quickly in order for relocations to take place before the next semester begins. The Student Affairs operations will be a one-stop shop and one of the first areas that a student would see upon entering the main building.

Dr. Thomas congratulated Rebecca Hadley-Catter on her new role with the Board of Directors as Vice Chair Elect and welcomed Brent Randolph and Kenneth English to the Foundation. Dr. Thomas looks forward to working closely with these individuals.

Dr. Thomas provided a brief update on COVID-19. The College promotes wearing masks, use of plexiglass separators, limiting movement on campus, and cleaning constantly. Dr. Thomas discussed the change to remote customer service and the delay of start of Spring semester to January 11. The College continues to do what we can to stop the spread of COVID-19. Updates are posted on the College website weekly. Kim Register, Dean of Allied Health and Paramedicine, has been appointed as the COVID-19 Pandemic Coordinator for the College. Ms. Register works closely with the Department of Public Health in regards to the reporting of cases and ensures that the College follows all protocols. Dr. Thomas thanked her for all the work that has been done in regards to COVID-19. Stone Workman asked if the College has been in touch with the Jasper County Schools Superintendent. Dr. Thomas stated that Student Affairs is working with all the dual enrollment partners to ensure that all students will know what they are to do regarding their classes.

Dr. Thomas provided a presentation on benchmarks/accomplishments from Academic Year 2020.

- Graduates were 2,301, which is down 12% from AY 2019. The College was the third highest in the Technical College System of Georgia (TCSG) even though enrollment is as high as some TCSG colleges. Awards are 9% down from the previous year but rank as the fifth highest in TCSG. Dual enrollment graduates (11%) and awards (25%) were up from AY2019. The goal for dual enrollment is to complete credentials.

- Enrollment had a 7.1% increase in enrollment (6th highest in enrollment in TCSG). Retention was down 2.2%. This is somewhat due to COVID-19 and students wanting face-to-face classes. Overall job placement rate is 99% and in-field job placement is 88.2%.
- Adult Education has been the hardest hit due to online education. Numbers are down across the state. These students are the most vulnerable population. There are 88 students to complete the GED, 434 measurable skills gains, and 1,204 in enrollment. Getting these numbers up will remain challenging as long as the College is operating in an online environment.
- Economic Development served 87 companies and accumulated 18,554 training hours. This is down slightly from the previous year but the Division continues to reach out to support companies in our communities. One of the new initiatives for the Division is the Manufacturing Basic Skills initiative. They work closely with the school systems and recent high school graduates. These students go through the program and gain skills to go to work in the manufacturing arena.
- The SCTC Foundation is important in terms of the support of the College and students. The Foundation not only provided scholarship support but also supported the College during facility renovations. Dr. Thomas expressed her thanks to the Foundation for the work they do to support the College.
- Employee giving campaign was down this year with a 60% participation and pledges for \$37,947. There has been \$50,300 in scholarships (130) awarded in AY2020. Total funds raised during AY2020 was \$480,439. Dr. Thomas thanked the Board of Directors and Foundation Trustees for their giving and support.
- New articulation agreements have been signed with Gordon State College (General Studies), Clayton State University (General Studies and an ASN to BSN), and Middle Georgia State University (Respiratory Care). The College continues to work with UGA-Griffin on increasing articulation agreements.
- New programs are planned. The Small Unmanned Aircraft Systems (Drone) program is launching in the Spring semester. The College is very excited about the program and offering the program in conjunction with the Griffin Region College and Career Academy. This program is the beginning of the College's aviation pathway.
- Renovations were made at the Flint River Campus to expand the Registered Nursing and Practical Nursing programs. The College is grateful for the support of the Foundation for this project as well as Upson Regional Medical Center for providing equipment for this program. This effort is helping students to go to work.
- The Ellis Crossing Economic Development suite has been renovated and staff have relocated into this area. It includes classrooms, computer labs, and office space.
- Thank you to the generosity of the legislative delegation, the Foundation, and the Dundee Community Association. Renovations have occurred on the 100 and 200 Halls of the Dundee Education Technology Center. The Advancement Division and Marketing/Public Relations Department has moved upstairs. There is an office for a grant writer position. The boardrooms have been renovated and allows for flexible meeting space. The College is especially proud of first floor space. There is a one-stop shop for students. A loop road has been created with the removal of the mobile units. Dr. Thomas expressed her gratitude to Representative David Knight for his efforts to get funding approved. Renovations were also made to the 100 Building that will house Human Resources as well as Student Activities/Veteran's Center.
- Looking ahead to AY2021, Dr. Thomas reviewed the targets for key performance indicators. Full-Time Equivalent Enrollment should be a 2.5% increase. The target for retention is a 1% increase (73.8%). IPEDS graduation rate is set at 44% (1% increase). Placement rate should be increased to 88.95%. The College will work hard to reach these goals.

- The drone program is the beginning of the development of an aviation pathway. The College has a partnership with the Griffin Region College and Career Academy and plans to expand to an Aircraft Structural Technology program this year. Once this program is off the ground, the College will begin work on an Aviation Maintenance Technology program approved and certified by the FAA. This will be a lengthy process. The College will be looking for financial support and location. The expectation is for this to be a five-year process.
- On the horizon is the Center for Education and Entrepreneurship at the corner of Lakemont Road. Thank you to Henry County delegation, particularly Senator Brian Strickland and Representative Andy Welch. There are back taxes owed on it. Dr. Thomas has been speaking with the Henry County Commission on these taxes as back taxes cannot be paid by the State Property Commission. Working on an appraisal now. Perfect space for entrepreneurship as well as a nice entrance to campus with signage.
- Money remaining from the backfill project will help expand the Culinary Arts lab. Space vacated by Student Affairs will allow for additional classroom and lab space. The estimated cost is \$900,000 for construction/equipment/furniture and \$75,000 for design.
- The 500 Hall is one of the oldest areas on campus and in dire need of renovation. This renovation has been asked for as a capital outlay project a couple of times but the project has yet to be funded. The College will ask the Foundation for any funding that can be provided. There are health and safety issues. High demand careers are offered in this area. Estimated costs are \$8 million for construction and \$1.3 million for furniture, fixtures, and equipment. The College did not make the priority list for this year but Dr. Thomas feels optimistic that the College might be able to get the funding. The College has a prioritized list of what is needed.
- The Technical College System of Georgia and the University System has proposed that the legislation continue that will allow for the College to carryover funds and write-off uncollectible accounts. Support the College by speaking with the legislative delegation regarding these items, if the chance presents itself.
- Dr. Thomas commended the faculty and staff. They are the hardest working group of individuals. The College is working on video for this year's State of the College. Dr. Thomas is proud of the team for what has been done for servicing our customers. Reported cases of COVID-19 have not been epi-linked to the campus. They have been linked to outside cases. The Facilities and IT teams have done a phenomenal job during this unprecedented time. Wi-Fi has been extended into the parking lots of the campuses.
- Dr. Thomas thanked the Boards for their continued support. Roger McDaniel requested a copy of the presentation for use in helping to recruit students. Dr. Thomas agreed and also mentioned that the State of the College video should be ready for dissemination by mid-January.

H. ADJOURN

Ms. Dean complimented the team on their hard work and congratulated everyone on the accomplishments. She concluded with a happy holidays to all. The next Board of Directors meeting will be held on January 20, 2021 at 7:30 a.m. and is scheduled to be held on the Flint River Campus. There being no further business, the meeting was adjourned at 11:34 a.m.