



**BOARD OF DIRECTORS
WebEx
January 20, 2021
7:30 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Erin Cook
Carman Dean

Keith Gettinger
Rebecca Hadley-Catter
Roger McDaniel

Nitara Murray
Jeff Stribling
Stone Workman

Absent:

Kyle Fletcher
Merry Heath

Michael Powell

John Rainwater

SCTC STAFF MEMBERS

Dr. Alvetta Thomas
Stacy Acey
Dr. Mark Andrews
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 7:32 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, Jeff Stribling seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES FROM LAST MEETING

David Campbell made a motion to approve the minutes of the December 17, 2020 meeting, seconded by Roger McDaniel, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

No new business.

G. COLLEGE REPORTS

1. Academic Affairs

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

- The Rick Perkins Award process has started. Votes have been cast for nominees, and those nominees will soon be announced. Regional winners will be announced in April, and the state winner will be announced in June.
- An instructor for the Small Unmanned Aircraft Systems (Drone) program has been identified. The College looks forward to beginning classes for the program in March.
- Academic Affairs began the Spring Semester on January 11. Classes resumed virtually due to the increased cases of COVID-19. Limited labs began on campus yesterday. The semester is off to a good start with minimal issues.
- The new Logistics and Supply Chain Technician and the Paralegal Studies Post-Baccalaureate programs have been approved by the Technical College System of Georgia and are now in the College's catalog.

2. Administrative Services

Dr. Thomas reminded the Board of Miriam Caslin's retirement effective December 31, 2020 and introduced Stacy Acey as Interim Vice President of Administrative Services. She had been mentored by Ms. Caslin. Stacy Acey reported on the Administrative Services area as follows:

- Following is the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2020 through December 31, 2020 (FY2021). A financial overview and brief explanation of this statement includes:
 - The final budget is \$29,229,400.49.
 - FY2021 Current Year Revenue is \$13,819,014.66 less receivables (\$19,561.36) provides a total adjusted revenue of \$13,799,453.30. Revenue compared to budget is 47.28%.
 - Comparative data for FY2020 current year revenue was \$15,617,309.79 as reported on December 31, 2019. The variance between FY2021 and FY2020 current revenue is a decrease of \$1,798,295.13 in reported revenue for FY2021 and due to the reduction of state allocations and the impact of COVID-19 on some of our services.
 - Actual Expenditures total is \$12,089,208.06, comprised of 86.84% in personnel expenses and 13.16% in operating expenses. Expenditures compared to budget is 41.36%.
 - Comparative data for FY2020 actual expenses was \$14,497,074.84 as reported on December 31, 2019. The variance between FY2021 and FY2020 actual expenses is a decrease of \$2,407,866.78 for FY2021 and due to the budget cut and the impact of COVID on some of our services.
 - This financial statement indicates the College's current year (CY) funds available for this report is \$1,710,245.24. Prior year reserves less prior year outstanding receivables total \$1,995,208.86. Current year and prior year total funds available for the period July 1, 2020 through December 31, 2020 is \$3,705,454.10.

- Comparative data for FY2020 total funds available as reported on December 31, 2019 was \$1,203,758.53, a \$2,501,695.57 increase in FY2021 reported total funds available.
- 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:

- The program has 376 enrolled students and an 31.65% Measurable Skills Gain (MSG) Percentage. The Division has 314 ABE students and 62 ESL students.
- Goals for the year are 783 enrolled students and a 40.7% MSG Percentage.
- Beginning January 19, face-to-face classes are being offered three days per week (Monday – Wednesday) and virtual classes (Thursdays only).
- The College is partnering with Henry County Schools on a new site and they are reaching out to 185. potential students to be able to release their information to the College. Students have been given until January 25 to respond. An orientation session will be planned for those students the first week in February so that instruction could begin at the public school site.

4. Institutional Advancement

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

- The SCTC Foundation and the College gave a gift of appreciation to the faculty and staff at the end of the semester to thank them for all that they have done during the pandemic to help our students. The gift consisted of a Southern Crescent Technical College soup mug, soup recipe, packet of hot chocolate, Chick-fil-A gift card, and other College items. The message on the gift stated, “Sharing a few of our Favorite Things and sending warmest Thoughts and Best Wishes for a wonderful Holiday Season and a very Happy New Year.”
- Even though the faculty and staff were not able to meet for our traditional holiday luncheon and enjoy the performance by the students at Moore Elementary School, the students prepared a video for our faculty and staff to enjoy. To celebrate the spirit of giving, the faculty and staff sent toys and a monetary donation to Moore Elementary School in Griffin, one of our Partners in Education, and books to the children at Tender Tech on the Flint River Campus.
- The Foundation received a check for \$2,000 from Georgia Power Company for student scholarships and \$1500 from the Griffin Rotary Club for the Student Guarantor Program. The Foundation guarantees students who owe \$500 or less allowing students more time to pay his or her balance and saves the College from the loss of those associated tuition and fees each semester.

5. Institutional Effectiveness/Information Technology

Dr. Chris Daniel reported on the Institutional Effectiveness/Information Technology areas as follows:

- Institutional Effectiveness (IE) is currently working with the Technical College System of Georgia and Financial Aid to submit the Spring data to the Integrated Postsecondary Education Data System (IPEDS).
- IE has submitted the required data for the Annual Institutional Profile to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional accrediting body.
- IE is currently working on the CARES Act Annual Report for the grants the College received due to COVID-19.

- Information Technology (IT) will be updating and expanding the internal WiFi for the Griffin Campus, Flint River Campus, and Butts County Center sites.
- IT has purchased 100 laptops to be distributed to staff that are able to work at home. This laptop will be their primary desktop computer and they will be able to take it with them if the need arises to work at home. This reduces the time that is needed by IT to retrieve and re-image laptops from the academic programs to be used by staff.
- IT is implementing Multi-Factor Authentication (MFA) on all staff and faculty accounts to increase the security of our user accounts and access to the network.
- The 2021-2022 Smart Catalog has been launched. Dr. Daniel thanked Donna Boisseau for her work on the catalog.
- Degree Works updates have been made to assist in the awarding of credentials.
- Professional Development sessions have been conducted to help Dual Enrollment advisors review student records for awarding credentials.

6. Student Affairs

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

- Fall Enrollment was 5,232 (last Fall Term was 5,246; decrease of -14 students or 0.3%; System average shows a decrease of 8.5%)
- Dual Enrollment for the Fall Term was 1,090 (21.4% of overall enrollment; last Fall Term was 1,315, decrease of -225 students or 17.1%; System average was down 19.5%)
- Spring 2021 Enrollment is 5,304 (last Spring Term was 5,419; decrease of 2.1%; System average is down 14.3%)
- Dual Enrollment for the Spring Term is 1,215 (22.9% of total enrollment; last Spring Term was 1,529, decrease of 20.5%)
- Student Life
 - Basketball Season begins January 29, 2021 with 29 games on the schedule. The College was not able to sustain the Ladies' team.
 - Georgia Occupational Award of Leadership (GOAL) College Winner will be determined by March 15, 2021 with the State Competition scheduled for May 17-21, 2021.
- CARES Act Funding (Student Portion \$1,956,144.00)
 - Awarded \$1,837,825.00
 - Will continue to disburse additional emergency grants (\$118,319.00)
 - The College is expecting additional funding to be forthcoming.
- Job Placement/Graduate Reporting
 - AY19 In-field job placement rate was 88.2%/AY18 was 87.7%
 - AY19 total job placement rate was 99%/AY18 was 98.9%
 - AY20 Graduation Rate was 83%/AY19 was 80%
 - AY20 Unduplicated Awards was 2,301/AY19 was 2,622 (a decrease of 321 in awards or 13%; System average is down 6%)
 - AY20 Duplicated Awards was 3,838/AY19 was 4,245 (a decrease of 407 in awards or 9.8%; System average is down 4.1%)

7. Executive Vice President

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

- The Economic Development Division to date has served 36 companies and generated \$144,518.00 in revenue.
- CDL prep classes are continuing in Griffin and Thomaston with companies, government agencies, and individuals registering for 2-day and 4-day programs.
- Driver's Education continues to conduct classes with one that started on January 10 and another class starting on February 7.
- Working to set up Certified Nursing Assistant classes with WellStar Spalding Regional Hospital and Upson Regional Medical Center during the first quarter of 2021.
- Goodwill of North Georgia has requested training that will begin on January 20 at the Henry Center that will include forklift, OSHA 10 Hour, and CPR.
- The Division, in collaboration with Adult Education, is planning an Industry Essentials class in March that will be conducted on the Griffin Campus.
- The Division is working with Jackson High School on a two-week Manufacturing Basics class with funding through Three Rivers Regional Commission that is scheduled for May 2021.
- Leadership and Microsoft Office classes have been scheduled for the Ellis Crossing location in January, February, and March.
- Welding classes are planned at the Clayton County Correctional Institution in late March or early April.

H. PRESIDENT'S UPDATE

Dr. Thomas thanked the staff for their reports. The College has been very busy for the beginning of the Spring term. This is an unorthodox and unprecedented time for College in terms of how the College is having to manage curriculum affairs. The faculty and staff as well as the students have done an excellent job managing through the pandemic. To ensure the everyone's safety, the decision was made to continue remote learning for the first week of Spring semester.

The College has experienced quite a bit of activity with COVID-19. The College has an excellent Pandemic Coordinator managing for the College. A special vaccinations session was held for the Allied Health instructors at the Upson County Health Department. Dr. Thomas expressed her appreciation for the session. The College is in close contact with the Department of Public Health about the availability of vaccines. As soon as educators are eligible, the College will work closely with the Department of Public Health to make sure that interested employees be given the opportunity to be vaccinated. The College is offering assistance in terms of space for a drive-in vaccination site and students will be helping the Upson County Health Department with administering vaccinations. Dr. Thomas received a call from Dr. Lily Henson, Piedmont Henry Hospital, asking for the College's support. They are going to be offering several student intern positions and the College is encouraging the healthcare students to apply. The hospital is extremely short-staffed.

The College is doing what we can do to support the community and limit exposure at the College to ensure that the College is not contributing to the spread. One method is the limited lab offerings. The College continues to offer robust online synchronous and asynchronous so that students have a choice. Staff members are in the building and available for appointments to provide students the

support that they may need.

The College is looking forward to offering the Drone program as well as another new program, Medical Esthetician, in the near future.

The purchase of the Lakemont property in Henry County was approved by the Technical College System of Georgia Board and will go before the State Properties Commission on January 25. The College is excited about this opportunity moving forward.

Renovations for the Griffin Campus backfill project is nearing completion. The furniture has been installed and the final work is being done on the 100 Building that will be occupied by Human Resources, Student Affairs, and Campus Safety and Security.

The State of the College address is running behind and hope to be able to present the address in February.

The College normally holds an open house for new or renovated spaces. The College will plan an event for shortly after this legislative session is over.

The Governor dropped budget this week. The budget includes a restoration of an additional \$3.5 million to technical education to reflect a formula increase that was not included in the budget for FY2021 and this money will be restored in the FY2022 budget as well. The proposal includes an additional \$6 million to reflect enrollment and square footage increases. The College is pleased with the presented budget and look forward to approval of the budget.

The College is on target to receive \$6.6 million in additional CARES Act funding for the institution and an additional \$1.9 million for students. The College will be reviewing the spending plan for these monies. The College is using current CARES Act funds to update an antiquated camera and security system. The College is also looking into some other systems to provide additional safety and support. Greater flexibility in spending will be allowed with the second round of funding. Dr. Thomas looks forward to planning for the use of this funding to support the College mission and the continued goal of building strong students, strong careers, and strong communities.

- David Campbell expressed his appreciation for hard work in moving the College forward. Dr. Thomas thanked the Board for their continued support.

I. ADJOURN

Ms. Dean thanked the College on behalf of Upson Regional Medical Center. Students will be assisting the hospital with a vaccination clinic. Dr. Thomas stated that the College looks forward to anything that we can do to support the hospitals in the region as well as the Department of Public Health. The next Board of Directors meeting will be held on February 17, 2021 at 7:30 a.m. There being no further business, the meeting was adjourned at 8:05 a.m.

