



**BOARD OF DIRECTORS
Griffin Campus
July 21, 2021
7:30 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Erin Cook
Kyle Fletcher

Rebecca Hadley-Catter
Merry Heath
Roger McDaniel

Michael Powell
Stone Workman

Absent:

Keith Gettinger
Nitara Murray-Class

John Rainwater

Keith Simmons

SCTC Staff Members

Dr. Alvetta Thomas
Stacy Acey
Dr. Mark Andrews
Barbara Jo Cook

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

Dr. Steve Pearce
Anna Taylor
Kim Santerre

Guest

Dallin Reeve, SCTC Student, Student Government Association President, and SkillsUSA National Award Winner

A. CALL TO ORDER

David Campbell welcomed everyone to the Board meeting and called the meeting to order at 7:35 a.m.

B. INTRODUCTION OF GUESTS

Dr. Johns introduced Dallin Reeve, diploma student in Electrical Systems Technology and President of the Student Government Association. Dallin competed in the State competition winning gold and then went on to win gold at the nationals. Mr. Reeve spoke briefly about the competition as well as being a student at Southern Crescent Technical College. Ms. Burks had encouraged Dallin to engage in activities outside the classroom. He would like to encourage more students to be involved in clubs and activities and take advantage of the opportunities that being engaged at school present. Dr. Thomas mentioned that Mr. Reeve participated in a focus group last year regarding student engagement. The College continues working to get more students engaged. National data indicates students perform better when they participate in activities outside the classroom.

C. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

D. APPROVAL OF AGENDA

Rebecca Hadley-Catter made a motion to accept the agenda, Michael Powell seconded, and the Board voted unanimously to accept the agenda.

E. APPROVAL OF MINUTES FROM LAST MEETING

Kyle Fletcher made a motion to approve the minutes of the June 16, 2021 meeting, seconded by Mr. Powell, and the motion was unanimously approved.

F. OLD BUSINESS

No old business.

G. NEW BUSINESS

1. Nominating Committee Update

Roger McDaniel spoke on behalf of the Nominating Committee and reminded the Board that the Committee will be working to fill a vacancy for Upson County as well as the Vice Chair-Elect position. Mr. McDaniel hopes to be able to finalize these in the near future.

2. Program Updates

The Curriculum Committee has made two recommendations for consideration. The termination of the Surgical Technology Diploma program. Due to changes by the accrediting body, students in the Diploma program can no longer sit for the licensure exam. Students have been advised to enroll in the Degree program and there are no students currently enrolled in the Diploma program. Stone Workman made a motion to terminate the Diploma program as presented, Mr. McDaniel seconded, and the motion was unanimously approved.

Dr. Pearce presented information on the proposed Civil Engineering Technology Degree program. A need for the program has been identified by local companies as well as the Department of Transportation. Dr. Pearce is confident that the College can provide a quality program to support the workforce. Mr. Powell made a motion to approve the program as presented, Merry Heath seconded, and the motion was unanimously approved.

H. COLLEGE REPORTS

1. Academic Affairs

Dr. Steve Pearce reported on the Academic Affairs and Adult Education areas as follows:

- Southern Crescent Technical College and Clayton State University have reached agreement on an articulation agreement. This agreement articulates SCTC's AAS in Paralegal Studies to Clayton State's BS in Legal Studies. The signing ceremony is scheduled for July 29.
- The Accreditation Committee for Education in Nursing (ACEN) will be visiting the Henry Center and Griffin Campus on July 22. The purpose is to confirm that Southern Crescent Technical College is offering nursing programs, and students are enrolled in classes. ACEN will spend a few minutes observing classes.

- The Georgia Department of Early Care and Learning (DECAL) has been offering scholarships to students seeking TCCs, diplomas, and AAS degrees in Early Childhood Care and Education. Recently, DECAL issued a report on those scholarships. More scholarships and scholarship money have been awarded to SCTC students than any other college in the system. SCTC students have been awarded 377 scholarships for a total of \$337,811.44. The second-place technical college, Chattahoochee Technical College received 188 scholarships for \$196,684.33.
- Southern Crescent Technical College plans offer an Emergency Medical Technical program on the Henry Academy for Advanced Studies campus beginning this Fall Semester.
- Current pass rates for allied health programs are:
 - Associate of Science in Nursing - 100% with one left to test
 - Surgical Technology - 100% with two left to test
 - Respiratory
 - Certified Respiratory Therapist (CRT) - 100%
 - Registered Respiratory Therapist (RRT) - 83.3%
 - Medical Assisting - 100%

2. Administrative Services

Dr. Thomas announced that Stacy Acey is no longer Interim Vice President as she has accepted the Vice President position. Ms. Acey reported on the Administrative Services area as follows: Below is the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2020 through June 30, 2021 (FY2021 adjustment period with pre-close data). A financial overview and brief explanation of this statement includes:

- This financial statement contains data that could be adjusted prior to the official close date for the fiscal year (July 23). There is no comparative data available for this reporting period.
- The final budget is \$32,851,230.21.
- FY2021 Current Year Revenue is \$29,892,348.43. Revenue compared to budget is 90.99%.
- Actual Expenditures total is \$29,399,683.97, comprised of 80.37% in personnel expenses and 19.63% in operating expenses. Expenditures compared to budget is 89.49%.
- This financial statement indicates the College's current year (CY) funds available for this report is \$492,664.46. Prior year reserves less prior year and current year receivables total \$1,667,094.49.
- Within local funding, the College can reserve up to 15% of current year's tuition revenue, which totals \$1,495,094.21. Technology fees, Continuing Education, and Business/Industry are the other funds in which excess revenue can be reserved as funds available.
- Current year and prior year total funds available for the period July 1, 2020 through June 30, 2021 is \$2,159,758.95. The College can carryover up to 15% of tuition but must have a plan for spending over 10%. There are no limitations on technology fees, continuing education, and business/industry categories. Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.
- Dr. Thomas provided a brief explanation of CARES Act funds available.
- Stacy Acey presented the FY2022 annual operating budget. The fiscal year runs from July 1, 2021 through June 30, 2022. The state funds are approved by the Governor through the appropriations bill and each college receives a portion of the allocation through the Technical College System of Georgia. The Technical College System of Georgia uses variables (i.e., enrollment, square footage, credit hours, graduation initiatives, and dual enrollment) to

determine each college's allocation. The other component of the operational budget is local revenue through tuition and fees, and revenue from business/industry and continuing education. Southern Crescent Technical College allocation from state funds for FY2022 is \$13,455,410. Projected expenses were reviewed and total \$26,820,410. An explanation was provided for contingency funds. Ms. Acey requested that the FY2022 budget be approved as presented, Ms. Fletcher made a motion to approve, Mr. McDaniel seconded, and the budget was unanimously approved.

3. Adult Education

Mr. Hendrix reported on behalf of Adult Education and Academic Support areas as follows:

- The renovation of the Adult Education offices in Building 800 as well as a new conference room is almost finished. The College plans to continue renovations to the classrooms to ensure that the rooms are conducive to learning. Students returned to the classrooms for the new fiscal year on July 12 and the Division is excited to start moving the trendline in a positive direction.
- An agreement has been signed with the Henry County Sheriff's Office to begin offering GED classes at their location.
- The partnership with Henry County Schools has been renewed to continue offering classes at the Hollysmith Drive location in McDonough.
- Curtis Ward, one of our Lead Instructors, was recognized in the July 2021 Newsletter for Adult Education. Mr. Ward developed an update to our existing Data Management tool. With his upgrades, Program Administrators will be able to measure retention as well as determine how many students need testing to move to the next level.
- Final numbers as of July 11, 2021 (a few changes are still possible):
 - SCTC Enrollment – 669
 - Adult Basic Education (ABE) Enrollment – 587
 - English as a Second Language (ESL) Enrollment – 82
 - State Average Program Enrollment – 607
 - SCTC GED Graduates – 56
 - SCTC Overall Measurable Skills Gain (MSG) Percentage – 36.80%
 - ABE Overall MSG Percentage – 34.78%
 - ESL Overall MSG Percentage – 51.19%
- The expectation is for numbers to improve with face-to-face instruction.
- HiSET is another test option to the GED so the College will begin to reference high school equivalency rather than GED.
- The College will be pushing Integrated Education & Training (IET). IETs are a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
- The Adult Education Division is focused on transitioning students to credit classes. Mr. Powell commended the faculty on their skill and commitment.

4. Institutional Advancement

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

- The Southern Crescent Technical College Foundation sponsored A Day of Giving on June 22, 2021, for alumni, internal and external stakeholders, and faculty and staff. The event netted a profit of \$2,450.

- The Resources Committee of the Foundation met on June 17, 2021, to revise the flyer for the Southern Crescent Technical College Foundation's Drive "Fore" Education Invitational Golf Tournament on October 21, 2021. A few new sponsorships will be added to the tournament. Mark Milam of Impact Office Interiors has agreed to again be the Partner Sponsor for the tournament.
- The date for Dr. Thomas' One Percent Club outing will be September 16, 2021.
- The date for the internal campaign winning team luncheon will be September 22, 2021, in the Otis D. Blake, Jr. Presidential Boardroom. The Make a Difference team pledged \$4,387.56 for student support.
- Ms. Cook stated that a new director for the Griffin-Spalding County School System started at Southern Crescent Technical College and continued on at Clayton State. She now holds a Master's degree and currently a doctoral student at the University of Georgia. Ms. Cook thanked the Board for their support and relayed that they help make dreams come true.

5. Institutional Effectiveness (IE)/Information Technology (IT)/Curriculum Management (CM)
Dr. Chris Daniel reported on the Institutional Effectiveness/Information Technology areas as follows:

- The FY2022 Perkins Grant, totaling \$1.3 million, has been approved and the College will begin working with departments to expend these funds.
- The Annual Stakeholder Survey is complete. Results show that 98% agree that the College mission is appropriate and that our programs are consistent with our mission.
- The QEP Topic Selection Committee along with Dr. Pearce and Dr. Daniel have been attending the SACSCOC Virtual Summer Conference that concludes on June 22, 2021.
- Information Technology (IT) will begin updating printers in the Library and other areas using Paper Cut to manage our centralized printing initiative.
- IT will begin distributing 100 laptops purchased with CARES funds to faculty and staff.
- During the past year the IT Department has processed and closed out 3,180 helpdesk requests from faculty and staff.
- Donna Boisseau is currently working with various departments across the College for the 2022/2023 Catalog.
- The Curriculum Management Manual has been updated to address the recent changes to the SACSCOC Substantive Change Policies.

6. Special Projects

Dr. Kim Lee reported on the Special Projects area as follows:

- The College submitted a proposal on June 28, 2021 for the U.S. Department of Education Predominantly Black Institutions (PBI) Competitive grant. The proposal was crafted to address the dynamic needs of African American males to improve successful outcomes as measured by retention, persistence, graduation, and job placement rates. If approved, the College could be awarded \$824,410 for Academic Years 2021-2026. Award announcements are expected in September 2021.
- On July 12, 2021, the College submitted a proposal to the U.S. Department of Education for the Title III funding opportunity. The title of the College's proposal is "Increasing Capacity to Improve Equitable Outcomes and Student Success." If approved, the College could be awarded \$2,046,946 for Academic Years 2021-2026. Award announcements are expected in September 2021.

- On July 15, 2021, the College was informed that the College's Ribbons of Hope proposal for funding of \$100,000 was selected to move forward to the second phase of the selection process. The Ribbons of Hope proposal was crafted to upgrade furnishings for the Tender Tech Center on the Flint River Campus. Ribbons of Hope is an organization designed to invest in and to support women.
- The College submitted required documentation (data) to the U.S. Department of Education PBI Formula grant. The documentation was submitted on July 19, 2021. The College is preparing the required narrative to submit to U.S. Department of Education for this PBI Formula Grant. The narrative is due by August 20, 2021. If approved, the College could be awarded \$250,000/year for Academic Years 2021–2026 (totaling \$1,250,000). Award announcements are expected in September 2021.

7. Student Affairs

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

- Spring Term 2021 enrollment was 5,185 (Spring Term 2020 was 5,419; down 4.3%)
- Dual Enrollment Spring Term 2021 was 1,222 (Spring Term 2020 was 1,529; down 20%)
- Summer Term 2021 enrollment is 3,194 (Summer 2020 was 2,785; increase of 14.7%)
- Dual Enrollment Summer Term 2021 is 180 (Summer Term 2020 was 222; down 18.9%)
- Traditional Enrollment for Summer Term is up 18.3%
- Fall Term 2021 enrollment is 3,140 (Fall 2020 was 5,231)
- Dual Enrollment Fall Term 2021 is 643 (Fall Term 2020 was 1,090)
- Student Life
 - Chillin' with the Tigers – July 20, 21, and 22
 - Planning for Fall Welcome Week Activities – August 24-27, 2021
 - Drive-In Movie, August 6, Henry County Center
- CARES Act Funding (to date, the College has disbursed ~\$5 million)
 - CARES1 - \$1,956,144.00
 - CARES2 - \$1,956,144.00
 - CARES3 - \$7,701,728.00
- Job Placement/Graduate Reporting
 - AY2019 In-field job placement rate was 88.2%; AY2020 was 84.6%
 - AY2019 Total job placement rate was 99%; AY2020 was 98%
 - AY2020 Graduation Rate was 83%; AY2021 was 78.2%
 - AY2020 Unduplicated Awards totaled 2,344; AY2021 total 2,355
 - AY2020 Duplicated Awards totaled 3,838; AY2021 total 3,536

8. Executive Vice President

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

- The Economic Development Division completed the year, serving 63 companies and generating \$335,000 in revenue.
- The Manufacturing Basics class at the Butts County Center was successful with five graduates from Jackson High School completing the two-week course.
- The Welding class for Clayton County Corrections ended on June 30 with five inmates completing the 150-hour training.

- The Six Sigma Green Belt class that was held at Ellis Crossing on June 7 with employees from Sefcor (Griffin) and Scholle (Peachtree City) was successful. Another Green Belt class is scheduled to begin August 9 at R&B Metal Structures in Jackson.
- Certified Nurse Assistant classes have been completed with WellStar Spalding and Upson Regional Medical Center with all nine and seven students, respectively, passing the certification exam.
- Excel classes were held at American Woodmark in Jackson on June 30 and July 1.
- Leadership classes were held at Ellis Crossing on July 7, 9, 12, and 15.
- Industrial Electrical Controls classes are scheduled on the Griffin Campus on July 21, 23, 28, and 30, and August 4 and 6.
- Lockout/Tagout classes were held for Berry Plastics on July 9 and 19 at Ellis Crossing.
- Driver's Education classes are continuing with classes beginning July 19 in Griffin and July 26 in Thomaston.
- In relation to staffing and the promotion of Steve Hendrix to Vice President for Adult Education and Academic Support Services, Johnny Dodson has been hired as Director of Economic Development/Advanced Manufacturing and Angela Weatherford has been promoted to Assistant Director of Economic Development.

I. PRESIDENT'S UPDATE

There is a statewide initiative, Target X, that would have a system to be able to track students from application to completion. The College should receive more information in the next few months. Another statewide initiative is known as eCampus and allows for statewide, seamless course offerings between sister colleges.

The College is working with the Fayette County Schools on the Booth location. Southern Crescent Technical College will be cohabitants with Clayton State and will teach dual enrollment classes but plan to add traditional credit courses.

The College is working with the Georgia Board of Nursing. Dean Kimberly Register is teaching the didactic portion for the State program. The College is talking with the local hospitals regarding preceptors to be able to increase the number of Nursing students. The College is currently using CARES funds to provide a supplement to Nursing faculty in order to keep them on staff.

There are several facilities projects in process (additional Culinary lab, 500 Hall renovations, HVAC upgrades, Center for Teaching and Learning, and the Lakemont property in Henry County). A design professional has been selected for the Henry County project.

The College continues to work on enrollment with the Butts County School System as well as Jasper County School System. Consideration is being given to expanding the use of mobile labs.

Planning has begun for the ten-year reaccreditation process. The Quality Enhancement Plan Selection Committee has begun work. Dr. Thomas thanked the Board for their support.

The College and the Foundation have been working with consultants in order to apply for grant funding. Grant funding will continue to become increasingly important.

Upcoming events include the Open House/Ribbon Cutting event on the Griffin Campus on August 18 and the TCSG Leadership Conference in Savannah, October 25-27.

J. ADJOURN

The next Board of Directors meeting will be held on September 15, 2021 at 7:30 a.m. on the Flint River Campus. Mr. Campbell thanked the Board members and College for their support. There being no further business, the meeting was adjourned at 9:22 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary