



BOARD OF DIRECTORS MEETING
WebEx
August 9, 2023
7:30 a.m.

MINUTES

Present:

Erin Cook
Pete Garrett
Rebecca Hadley-Catter

John Harkness
John Rainwater
Keith Simmons

Jeff Tarrant
Chris Williams
Stone Workman

Absent:

David Campbell

Michael Powell

Staff Members:

Dr. Irvin Clark
Stacy Acey
Barbara Jo Cook
Dr. Chris Daniel

Steve Hendrix
Dr. Xenia Johns
Kimberly Register
Dr. Alan Stanfield

Anna Taylor
Kim Santerre

A. CALL TO ORDER

Rebecca Hadley-Catter called the meeting to order at 7:34 a.m. and welcomed everyone to the meeting.

B. DIVISION REPORT – Administrative Services

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, 2023 through July 31, 2023 (FY2024). A financial overview and brief explanation of this statement includes:
 - The final budget is \$32,771,450.00.
 - FY2024 Current Year Revenue is \$3,017,146.37. Revenue compared to budget is 9.21%. The College has completed 8.33% of the fiscal year (1 month).
 - Comparative data for FY2023 current year revenue is \$3,072,916.86 as reported on July 31, 2022. The variance between FY2024 and FY2023 current year revenue is a decrease of \$55,770.49 in reported revenue for FY2024. This reflects a trend similar to last year.
 - Actual Expenditures total is \$2,290,112.49 comprised of 87.12% in personnel expenses and 12.88% in operating expenses. Expenditures compared to budget is 6.99%.

- Comparative data for FY2023 actual expenses is \$2,262,240.08 as reported on July 31, 2022. The variance between FY2024 and FY2023 actual expenses is an increase of \$27,872.41 for FY2024.
 - This financial statement indicates the College's current year (CY) funds available for this report is \$716,090.78. Prior year reserves less prior year outstanding receivables total \$4,310,265.59. Current year and prior year total funds available for the period July 1, 2023 through July 31, 2023 is \$5,026,356.37. The Division is currently working on financial statements so the reserve numbers could change slightly.
 - Comparative data for FY2023 total funds available as reported on July 31, 2022 was \$5,187,592.94, which a decrease of \$161,236.57 in FY2024 reported total funds available.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

CARES Funding	Institutional*	Minority	Student
Grant Award to Date	\$15,819,937.00	\$1,510,433.00	\$11,614,016.00
Remaining Balances (G5)	\$1,314,404.07	\$0	64,431.27
Encumbrances	\$908,999.83	N/A	N/A
Grant Expiration Date	June 30, 2024	June 30, 2024	June 30, 2024
Last Day to Draw funds	October 1, 2024	October 1, 2024	October 1, 2024

*Balance of Institutional funds less encumbrances = \$405,404.24

C. APPROVAL OF AGENDA

Erin Cook made a motion to accept the agenda as presented, Chris Williams seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES

John Rainwater made a motion to approve the minutes of the June 21, 2023, meeting as presented in the Board materials, Keith Simmons seconded, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

No new business.

G. DIVISIONAL REPORTS

Academic Affairs

Kimberly Register reported on Academic Affairs as follows:

- Library Services – statistics, events, and highlights were provided for June and July to include:
 - Recognized Juneteenth and LGBTQIA+ Pride Month at each campus library with colorful and informational displays.

- Hosted a virtual Living Room Conversations webinar discussing the topic “LGBTQIA+: Exploring Our Understanding”. Participants appreciated the nonjudgmental platform being able to express, relate and connect with others while respecting each other’s thoughts and feelings.
 - Page Turners Book Club gathered to discuss, “Klara and the Sun” by the Nobel Prize-winning British writer Kazuo Ishiguro. Over a dozen participants shared their critiques and difference of opinions. The next book discussion will take place at the end of September discussing “Anxious People” by Swedish writer Fredrik Backman.
- Distance Education – June/July 2023
- Maintained a 98% course accessibility score for Summer 2023.
 - Answered 753 helpdesk tickets since June 1st (711 students/42 faculty)
 - Completed Quality Matters course -
 - *Assessing Your Online Learners*
 - *Creating Presence in Your Online Course*
 - Offered WebEx training sessions to all faculty
 - Facilitated YuJa training (new video software embedded inside Blackboard)
 - Completed the internal Quality Matters review of the COMP1000 course
 - Attended the 2023 Distance Learning Administration Conference
 - Assisted General Education faculty with OER course creation
- Tutoring Center
- Lori Pitts, Tutoring and Mentoring Coordinator, will present at the Fayette County Center of Innovation’s Dual Enrollment orientation on August 7, 2023 and at the Griffin Region College and Career Academy’s Dual Enrollment orientation on August 8, 2023.
 - An email will be sent out to all faculty the week before the semester begins requesting classroom visits/presentations to inform students about the Tutoring Center.
 - Tutors are in the process of creating workshops for students for the following topics to be presented in the Fall:
 - HESI test prep information
 - MLA format
 - Math Tips and Tricks
 - Grammar Police
- Grants
- Equity from Start to Finish - Outreach
- Ongoing outreach; several on-campus tours were conducted throughout the summer
 - Preparing for Welcome Week to kick off the fall term
 - Preparing the budget/budget explanation for the Year Three Continuation Award Grant - \$869,727.00
 - Currently funding faculty positions in the HDI sector of Welding, Industrial Systems, and Machine Tool Technology through the grant
- K.O.B.E.
- Currently recruiting for the Director of Outreach-KOBE vacancy
 - Met with student leaders of KOBE to discuss AY2024 activities
 - Preparing for Welcome Week
 - Preparing the budget/budget explanation for the Year Three Continuation Award Grant - \$164,882.00
- FORCCE-ATE Mentoring Program – NSF Grant Proposal
- Ongoing development of the NSF-ATE Grant proposal for Electric Vehicle Manufacturing Technology is underway.

Commercial Motor Vehicle Operator Safety Training (CMVOST)

- The draft Title VI Program Compliance Plan related to SCTC's FY 2023 discretionary grant application for CMVOST is being finalized for submission; the required webpage is currently being developed.
- The proposed program name is "Trucking for Vets."

➤ Curriculum

Updates have been performed to the 2023-2024 College catalog and DegreeWorks.

➤ Academic Programs:

- **Wellstar Summer Camp** – The College has partnered with Wellstar and hosted a summer camp on July 10. Students and instructors from various Allied Health programs assisted in the summer camp. Camp participants experienced a variety of activities that included touring various Allied Health labs, engaging in TED talks, and student life sessions. The areas that these students toured were Nursing, EMS/Paramedicine, Radiologic Technology, Respiratory, Surgical Technology, and Phlebotomy.
- The Associate of Science Nursing program graduated 41 students at the end of Spring Semester. All of these graduates have now tested with a pass rate is 95%. SimCapture installation occurred in the Nursing lab on the Flint River Campus on August 2-3. This will add to the simulation features available at this campus. The new equipment allows faculty to record simulation experiences to utilize in debriefing students in these simulation experiences.
- The College is working on developing an LPN/Paramedic – RN Bridge program that will begin Spring 2024. Classes will be offered to cohorts of students. One cohort on the Griffin Campus (Friday) and the other at the Fayette County Center (Saturday). This program will be geared toward working professionals.
- The Practical Nursing cohort will graduate 22 students. A pinning ceremony was held at Oak Hill Baptist Church in Williamson on August 3 at 11:00 a.m. There are 63 students that have been accepted for the Fall semester.
- Medical Assisting has a 100% exam passage rate. Our students participated in the STEMtastic Summer Camp on the Henry County Center in July.
- EMS/Paramedicine will begin dual enrollment at Lamar County High School for Fall semester. A new ambulance simulator has been ordered for the program's Fayette County Center.
- Nurse Aide will begin dual enrollment courses at the Jasper County Center for Fall. Renovations at the Center have been completed to accommodate a functional Nurse Aide lab. Plans are for a cohort to be offered at the Butts County Center for Fall.
- The College met with a South Carolina Technical College System team and Steven Ferguson, Chief Information Officer for the Technical College System of Georgia, on July 27, 2023 at the Butts County Center. The purpose was for them to gather information about the Technical College System of Georgia's and the College's Industrial Systems Mobile Training labs. They have received funding for a similar project and heard of the success of the System's mobile lab projects. The College provided an overview of how funds were obtained, logistics, and selection of vendors. Dr. Azhar and Kim Register provided a tour of the Industrial Systems Mobile Training Lab.
- The Welding Mobile Training Lab has arrived and been sent to get wrapped with the College's logo. It will be ready for classes at the Jasper County Center. A ribbon cutting is forthcoming for this new lab. Two new Welding Technology Full Time Instructors have been hired to help with the growing HDCI program.

- Chris Patterson has been selected by the American Welding Society Foundation as the winner of the 2023 District 5 Educator Scholarship. The scholarship will cover the cost for the training conference registration which will include workshop materials, three breakfasts and three lunches. Each attendee will receive a hard copy of the current edition of American Society of Mechanical Engineer's Section IX Welding, Brazing, and Fusing Qualifications, and they earn twenty hours of professional development. The training conference will be in Denver, Colorado, December 5-7, 2023. The total estimated value of the scholarship is \$2,200.00.
- Horticulture student, Letitia Trotter, represented the College at the National SkillsUSA competition this summer. This is the first time a Horticulture student has represented the College at the National level.
- The College held a U.S. DOL RAPIDS Lineage Transportation Logistics and Distribution (Dock Worker) Apprenticeship Career Fair on July 11, 2023, from 3:00-7:00 pm at the Henry County Center. Lineage Transportation Logistics along with the College representatives from Academic Affairs, Student Affairs, Marketing, and Economic Development provided the Henry County community and the College's students with an opportunity to learn about the Lineage Transportation Logistics and Distribution (Dock Worker) Apprenticeship. Students were presented with the details of this paid apprenticeship as well as learned about the Related Technical Instruction (RTI) portion provided by Academic Affairs and Economic Development.
- On July 8, 2023, the College had a signing ceremony at Atlanta Motor Speedway signifying the partnership between the College and Levy Restaurants. Three Culinary Arts student interns will be working with Levy Restaurants in an "earn while they learn" model while students have access to state-of-the-art facilities, assisting with catering events and creating innovative menus. Ms. Hadley-Catter stated this is a great opportunity for the students. She also suggested that Ms. Register look into any opportunities with Arlo in Peachtree City.

Adult Education

- **FY2023 goals and progress:**
 - Enrollment – goal was 1,239; current number of NRS students – 1,147. This was more than a 42% increase from FY2022 and was the largest increase in the State!
 - Measurable Skills Gain (MSG) Percentage – goal was 49.8%; current MSG percentage is 39.45%. This number was down from 47.85% in FY2022.
 - Integrated Education and Training (IET) Participants – goal was 35; current number of completions – 26. This was more than a 60% increase over FY2022.
 - High School Equivalency (HSE) – goal was 165; current number of HSEs earned – 127. This was an 18% increase over FY2022.
- Adult Education has gone live with our new registration system – Target X. Although there have been some hiccups, everything is moving in a positive direction.
- The College is the seventh technical college to become a Career Plus HSE location. This will allow the College to offer an actual High School diploma to those students who complete the program. The College is in the hiring process for a Coordinator to oversee the program. Adult Education is in the process of registering the first Career Plus student. Staff members visited Central Georgia Technical College on August 2 to learn more about accrediting the program through Cognia.
- The College was awarded a \$60,000 grant to train 14 GED students to become an Early Childcare worker. The hope is to begin this program in September. Once begun, the College will have five months from start to finish for the students to complete their training.

- The College is looking for new Adult Education instructors to expand ESL services in Henry and Spalding counties and creating an ESL class at the Flint River Campus as soon as instructors are in place.

Institutional Advancement

- Southern Crescent Technical College, in partnership with Georgia Power, hosted the Educator Externship Program on June 20-23, 2023, for all eight counties that the College serves. The school superintendents from each county recommended three educators to participate in the program; the externship program provided an opportunity for educators to observe and interact with local companies and allied health facilities, while gaining real-world industry experience to bring back to their schools. Through the program, participants created a portfolio presentation featuring a summary of the company and allied health facility visited; an overview of four occupations found within the company and allied health facility; information regarding technical education, adult education, business and industry and allied health training programs at Southern Crescent Technical College; and ideas to reinforce the soft skills/employability skills needed to succeed at the company and allied health facility. On June 23, 2023, all of the 24 educators (three from each county) met on the Griffin Campus in the Event Center to complete their portfolios and present their portfolios at 11:30 a.m. The evaluations from the participants and the business and allied health hosts were extremely complimentary of the program.
- The Southern Crescent Technical College Foundation awarded 60 scholarships totaling \$29,450 for students enrolled in the College for Fall Semester. Of those, the Foundation awarded 32 Internal Tiger Campaign scholarships totaling \$13,200. Internal scholarships are funded through contributions from the College faculty and staff primarily through monthly payroll deductions to the Internal Fundraising Campaign. In addition, the Foundation awarded 28 external scholarships totaling \$16,250. External scholarships are funded through contributions from business partners, foundations and generous donors within the service delivery area, as well as College faculty and staff for program-specific scholarships not included in the Internal Tiger Campaign. The winning team luncheon for the Internal Tiger Campaign will be held on Wednesday, August 30, 2023, at J. Henry's Restaurant in Griffin.
- A golf tournament has scheduled for November 2 and information will be forthcoming to the Board. Ms. Cook thanked the Board members for their support in the way of sponsorships and auction items.

Institutional Effectiveness

- SACSCOC 10-Year Reaccreditation
 - The College is currently addressing the eight recommendations from the College's off-site visit for the SACSCOC accreditation focus report. Dr. Parrish, the College's SACSCOC Vice President, met with representatives of the Executive Leadership and the Quality Enhancement Plan (QEP) Writing Team to provide feedback as to how the College should respond to these recommendations and the FYE of the Tiger (QEP).
 - The Executive Leadership was asked to provide bulleted notes of what they heard from the July 12 meeting and this team met to discuss these items on July 20. This information was sent to Dr. Boteler, the SACSCOC Consultant. This team met with Dr. Boteler on July 31 to get her perspective on how to respond in the Focus Report. The Focus Report is due September 4.

- In the last report, the College listed the goals for the new strategic plan. Since then, the Executive Leadership has been working on strategic objectives and this has taken a little more time than expected. However, this is the most important piece of the plan. The strategic objectives tie the overarching plan to the various College departments and the staff and faculty working within those departments. The College has slowed down to make sure there are strong objectives tied to the goals. The adjusted timeline for the new plan is mid-September.
- The FY2024 Perkins Grant was approved for \$1.5 million and the Division is currently working with the various College department to submit information to begin purchasing.
- Information Technology
 - The prepping and installation of the new Core switch for the College is complete. The next stage is to schedule a cutover date to move the servers and switches. To avoid service interruption, this will be scheduled later this month.
 - New mass notification software from Regroup has been implemented. This has been branded as Tiger Alert. It will be used to notify staff and students in the case of emergency and/or school closures.
 - IT has completed a computer lab refresh on the Griffin Campus. Rooms 307, 811 and 812 have been upgraded. The refresh plan for FY2024 is being completed and will update computer labs on all campuses and sites.
- Data/Research - The Division has provided data to the following College departments:
 - Veterans Affairs - Summer report that maintains our status as a Military Friendly School
 - Financial Aid - Data for the 2023 Military Times Best for Vets Survey
 - Academic Affairs - Single Parent Database
- New for this academic year, the Institutional Effectiveness Division is providing quarterly data briefs. Each brief will highlight institutional, regional and state data, as well as national trends that align with the College's technical education, Economic Development, and Adult Education programs. The first data brief, Electric Vehicle Technology, has been included in the Board materials. There is also a one-page infographic highlighting the findings. The College is currently working on a proposal to develop Electric Vehicle curriculum. There is a lot of interest in EV technology in the College's service delivery area. The College is positioning itself to be able to respond to that workforce need. John Harkness mentioned that Central Georgia EMC is converting some of its fleet to EV and runs an in-house maintenance program. Mr. Harkness stated that he would be glad to assist in any way they can to provide hands on access for training.

Student Affairs

- Fall enrollment as of this morning is 5,319 with a dual enrollment number of 1,721. This dual enrollment represents the highest since the inception of the dual enrollment program.
- The semester begins next week and there are several activities planned for welcome week beginning August 17.
- Registration will continue to the semester start and students will be encouraged to complete the FAFSA. The expectation is to meet or exceed enrollment goals.
- The College is still working to capture data on job placement. The final job placement numbers for the academic year will be captured on September 15.
- For graduate reporting, the College is the sixth largest technical college in the system but the third highest producer of certificates, diplomas, or degrees.

H. EXECUTIVE SESSION (optional)

Executive Session not called.

I. PRESIDENT'S UPDATE

- Dr. Clark thanked the Vice Presidents and their teams for all the work that they do as they position the College to be a leader not only in the Technical College System of Georgia but also as a leader in workforce development to support industry partners in our communities.
- Dr. Clark is attending the Fayette County Pancakes and Policy meeting featuring Congressman Drew Ferguson as the guest speaker immediately following the Board meeting. Dr. Clark saw Congressman Ferguson along with other leaders at the Georgia Chamber Legislative Luncheon held yesterday.
- Convocation will be held on September 14 wherein Dr. Clark will provide college-wide updates and set the charge for the academic year. Information will be provided regarding the SACSCOC visit, strategic plan, and enrollment growth. Time will be spent discussing the high demand career initiatives to include electric vehicle, allied health, commercial truck driving, information technology, logistics, and drone programs, particularly strategies to grow these areas.
- A new Vice President for Economic Development has been hired. Ingrid Rider-Owens is scheduled to start next week. She has 12 years of experience in Economic Development. Dr. Clark will introduce Ms. Rider-Owens at the next Board meeting.
- Dr. Clark thanked the Board for their continued support. Ms. Hadley-Catter thanked Dr. Clark for his leadership and the staff and Board members for all that they do. Ms. Hadley-Catter stated that she would not be able to attend the next Board meeting. Stone Workman agreed to chair the September meeting.
- Mr. Workman inquired about the opportunity to attend the Technical College System of Georgia Leadership Conference in October as in years past. Dr. Clark stated that Board members should plan to attend similar as in the past few years.

J. ADJOURN

The next Board meeting will be held on September 20, 2023 at 7:30 a.m. There being no further business, the meeting was adjourned at 8:19 a.m.

Dr. Irvin T. Clark III, Executive Secretary