BOARD OF DIRECTORS MEETING
WebEx
September 19, 2024
8:00 a.m.

MINUTES

Present:

Erin Cook	Lisa Johnson	Keith Simmons
George Crews	Michael Powell	Stone Workman

Absent:

Rebecca Hadley-Catter	John Rainwater	Jeff Tarrant

Staff Members:

Dr. Irvin Clark	Steve Hendrix	Anna Taylor
Stacy Acey	Dr. Xenia Johns	Kim Santerre
Barbara Jo Cook	Kimberly Register	
Dr. Chris Daniel	Michael Shiver	

A. CALL TO ORDER

Stone Workman called the meeting to order at 8:00 a.m. and welcomed everyone to the meeting.

B. APPROVAL OF AGENDA

Stone Workman made a motion to accept the agenda as presented, Michael Powell seconded, and the Board voted unanimously to accept the agenda.

C. APPROVAL OF MINUTES

Mr. Workman made a motion to approve the minutes of the July 24, 2024, meeting as presented in the Board materials, Erin Cook seconded, and the Board voted unanimously to approve the minutes.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

1. Nominating Committee Updates
   Mr. Powell discussed meeting with Dr. Chon Hester, Director of Advisement & Counseling Services, Henry County Schools. Dr. Clark, Mr. Powell, and Rebecca Hadley-Catter met with Dr. Hester to discuss her interest in joining the Board to represent the Henry County region. Dr. Hester expressed her willingness to serve on the Board and provided a resume for consideration. Mr. Powell, on behalf of the Nominating Committee, formally presented Dr. Chon Hester (Henry) as a Board nominee. The nomination was unanimously approved.

2. Tender Tech Food Grant

Stacy Acey presented the following information for consideration and approval:
The Tender Tech Child Development Center, a program of Southern Crescent Technical College, is a participant in the Child and Adult Care Food Program (CACFP). The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA) Child Nutrition Program designed to reimburse providers for nutritious meals served to children or adult day care environments. This program provides reimbursement to child care centers, adult day care centers, emergency shelters, family day care homes, and after-school programs that provide meals to children or adults in their care. In Georgia, Bright from the Start – the Georgia Department of Early Care and Learning (DECAL) administers the program. CACFP regulations require the program be presented to the Board of Directors at the time of renewal. This is a Federal grant and would run from October 1-September 30. Dr. Keith Simmons made the motion to approve renewing the grant, George Crews seconded, and the motion was unanimously approved.

F. DIVISIONAL REPORTS

Divisional reports were provided from Administrative Services, Academic Affairs, Adult Education, Institutional Advancement, Institutional Effectiveness, and Student Affairs. Included in the Board materials was the following information:

1. Administrative Services

- Following is the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2024 through August 30, 2024 (FY2025). A financial overview and brief explanation of this statement includes:
  - The final budget is $36,695,519.00.
  - FY2025 Current Year Revenue is $6,184,726.69. Revenue compared to budget is 16.85%.
  - Comparative data for FY2024 current year revenue is $5,546,551.87 as reported on August 31, 2023. The variance between FY2025 and FY2024 current year revenue is an increase of $638,174.82 in reported revenue for FY2025.
  - Actual Expenditures total is $5,498,398.54 comprised of 80.74% in personnel expenses and 19.26% in operating expenses. Expenditures compared to budget is 14.98%.
  - Comparative data for FY2024 actual expenses is $5,206,356.71 as reported on August 31, 2023. The variance between FY2025 and FY2024 actual expenses is an increase of $292,041.83 for FY2025.
  - This financial statement indicates the College's current year (CY) funds available for this report is $680,014.01.
  - Prior year reserves less prior year outstanding receivables total $3,671,202.38. Current year and prior year total funds available for the period July 1, 2024, through August 30, 2024 is $4,351,216.39.
  - Comparative data for FY2024 total funds available as reported on August 31, 2023 was $4,821,698.69, a decrease of $470,482.30 in FY2025 reported total funds available.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

2. Academic Affairs

SCTC Library Services: Statistics:

Service	Location					
	Flint River		Griffin		Henry	
	July	August	July	August	July	August
Door Counts	65	921	985	8606	299	1134
Computer Usage	15	32	221	367	88	148
Instruction Sessions	0	0	2	6	1	2
Reference	3	6	6	6	2	9
Directional	0	4	16	30	32	32
Computer Assistance	2	15	47	91	61	89
Virtual Chats	0	0	2	1	1	1
Laptops Loaned	3	6	5	57	0	25
Student I.D.'s	18	102	439	858	74	151
Laptops Returned	4	5	25	32	5	4

Library Programming and Library Instruction:

- Down Through the Years: Discovering Family Heritage with Ancestry Library Edition - presented on July 30th. The learning objectives for the session were: what is Ancestry Library Edition, how to find Ancestry Library Edition in GALILEO, and how to utilize the databases forms and resources.
- Trivia Thursday - presented on Thursday, July 25th. SCTC Chef Lisa Mobley provided bonus questions about the Crescent Café.
- Vacay and Save – presented by Brandy Bailey-Dodgen, *Learning and Development Coordinator* of United Bank, Zebulon on July 30th. Brandy discussed tips on how to save money when vacationing, as well as ways to enjoy a staycation.
- Outlook Calendar App Workshop - presented on July 23rd. Participants learned how to create and track appointments, manage events and stay organized using the calendar features.
- Library Feud (Business Edition) – hosted July 17th.
- OER Pop-Up Info - held on August 8th. Held at the Henry County Center campus in Building B.
- Hepatitis Awareness – August 15th. Virtual workshop presented by Gabrielle Graham and Anthony Wayne of the Georgia Department of Health District 4 Epidemiology Team.
- What to Expect: Funeral Arrangements – August 22. In-person presentation by Jim Roberts, Pre-Need Counselor, Conner-Westbury Funeral Home.
- Living Room Conversations: Anxiety About Change – held virtually August 29th.

Library Services Updates:

- The Griffin Campus library stayed open until 6:30 p.m. on August 1st to accommodate ROAR participants! New and returning students had their student IDs made and/or visited distance education for assistance in preparation for the fall semester. The library Page Turners Book Club set up a table during ROAR signing up new members and advertising the many services the library offers.
- Plans, quotes and suggestions for the proposed Team Academic Success renovations are finalized. Library staff met with Mark Milam of Impact Interior Office on August 27th in which mark presented his plans for the library renovation. Staff also met with Mike Chandler from SCTC Facilities to discuss new flooring, paint, and lights. General contractors visited library services on August 28 to look at the layout of the library to formulate a quote for budget purposes.
- Griffin Campus Librarian Carrie Darden-Mitchell assisted Ms. Christy Smith, SCTC Program Director Medical Assisting/Healthcare Management with selecting OER materials for several classes, including intro level classes and nutrition.

- SCTC Librarians created a PowerPoint presentation on how to use the new Blackboard Ultra platform which is slated to go live in the Spring 2025. There was also a narrated slideshow created which will be placed on the SCTC site!
- Henry County Computer Center is still experiencing an issue with the air conditioning system not working. Fans were supplied by maintenance, but the center continues to get hotter on a weekly basis. With fall semester approaching, I see this being uncomfortable working and studying conditions for staff and students.

SCTC Page Turners Book Club:

On July 25th PTBC club members discussed author Michael Crichton's book *Jurassic Park*. Club members are currently reading *The Thirteenth Tale*, by Diane Setterfield. The next book discussion will take place virtually on September 26 at 3:00pm.

Distance Education:

July 1 – August 31:

- Conducted 35 one-on-one Blackboard Ultra training sessions with Program Coordinators and faculty.
- Conducted a Blackboard orientation session at Fayette County Center
- Conducted 4 Blackboard orientation sessions at Griffin Region College and Career Academy
- Conducted a Blackboard orientation at the PBI Fall Onboarding Meeting
- Answered 1817 Student Helpdesk tickets
- Answered 128 Faculty Helpdesk tickets
- Maintained a 97.43% overall course accessibility score

Tutoring and Mentoring:

- Our summer semester pass rate was superb! Our overall pass rate was 83.3%. Our English and Math pass rates were 100% and 72.7% respectively. We served 87 students with 399 tutoring sessions.
- SCTC students utilized Tutor.com for 125 sessions during the summer semester.
- We hosted our first virtual HESI A2 information session on August 27. The workshop was attended by 60 SCTC students.

Program Updates:

Criminal Justice and Forensic Science faculty have been meeting with local chiefs and recruiters to promote our programs, resulting in increased interest and inquiries. A "Recruitment Board" has been established in Mobile 9 to post open positions for students, with more updates to follow, including the addition of a board for FRSC.

Early Childhood Education will began the Fall Semester with a very positive enrollment increase. Many students are in an internship that will complete the program at the end of the fall term. There have been several inquiries from area childcare centers sharing job opportunities for students. Some of our students have applied and are currently working in these centers.

Cosmetology –

- Back to School Haircuts - Cosmetology students provided free back to school haircuts for children in our service area. 26 kids received free haircuts.
- An Evening Cosmetology program will begin Minimester 2 on the Griffin campus.

Machine Tool Technology –

- Received one new Lathe ($48k+) with Perkins funds during August.
- Approximately 33 enrollments for Fall 2025 with 4 day and 3 evening courses.
- Currently designing and manufacturing the Champion Awards.

Civil Engineering Technology –

- Current enrollment in the program is growing with 8 new students this term.
- One student was just hired as an intern at Paragon Consulting Group.

Nursing –

- A new dean and endowed chair, Amy Adams, was hired. She started in this role on August 15.

- We are currently at 94% NCLEX pass rate for ASN (RN) and 100% for Practical Nursing.
- Eight recent graduates just started at Piedmont Henry, 4 at Upson Regional and 4 at Piedmont Fayette.

Industrial Systems –

- A new dean and endowed chair, Eleen Herbert, was hired. She started in this role on September 1 and has a Mechanical Engineering background.
- Industrial Systems Technology hosted Luxottica and Renewal by Anderson to discuss training programs for incumbent Industry workers employed in the companies.
- Industrial Systems technology and automotive group participated in the Rivian Train the Trainer 2-day training program held at Central Georgia Technical College in Warner Robbins, GA.
- Industrial Systems Technology is working on planning with Middle and High schools in the area to host a Technology Day in the month of September as a part of promoting STEM education.

<u>PBI Grant: Equity from Start to Finish</u>
Total AAM Enrollment: 1,210 (Final numbers for AY24)
Program Total Enrollment:

- Industrial Systems: 35
- Machine Tool: 3
- Welding: 37

Fall 2024 (AY2025 in Progress)
AAM Enrollment: 906
Program Enrollment:

- Industrial Systems: 30
- Machine Tool: 1
- Welding: 39

Reframe & Retain: Transformative Professional Development for Higher Education Professional Development Session for faculty and adjunct faculty was held on August 26, 2024.

3. Adult Education

- FY2025 Goals and progress:
  - Enrollment – 1647; current number of NRS students – up over 700. GEDs have doubled from last year.
  - Measurable Skills Gain (MSG) Percentage – 50%; current MSG percentage is 20.48%. Currently, 40.96% of the goal.
  - Integrated Education and Training (IET) Participants – 40; current number of completions – 0. There are 10 students currently registered and taking Early Childhood Basic classes in Henry County. Efforts continue to get a cohort into a CNA class later in September.
  - High School Equivalency (HSE) – 159; current number of HSEs earned – 17. Currently, 10.69% of the goal.
  - Career Plus Students – unknown; current number of enrolled students – 12 active. There are 6 pre-enrolled for Fall (October classes) as well as 2 students in intake.
- The Summer Camp with the Butts County Collaborative completed. Classes were held at the Recreation Department in Butts County on Mondays and Wednesdays. The College is working to transition those students to our evening classes at the Butts County Center.
- The College has received our approval to begin the Cognia Accreditation process. Training has begun for the next step and the College is working to have all of the information submitted before April 4, 2025. This accreditation will allow the College to issue high school diplomas to Career Plus students.
- Hired a part-time ESL instructor position for the Flint River Campus but the instructor resigned after one week. The expectation was to begin classes at that location in October. This is a new program for the Flint River Campus.

- Hired a part-time ESL instructor for the Henry County Center and will be splitting the evening class again. Classes are offered on Monday-Wednesday-Friday mornings and Tuesday-Thursday evenings at this location.
- The College is looking into a partnership with Coxnext Media to begin an enrollment campaign for both our Adult Basic Education students and our Career Plus program.
- Adult Education will undergo an audit in October.
- The Division is also exploring a partnership with Henry County Schools that would allow Adult Education students to take Early Childhood Care and Education (ECCE) classes along with attending Entrepreneurship Learning Community classes. This program will allow students to gain a thorough understanding of child development, education theories, and effective practices. The program's goal is to cultivate an entrepreneurial mindset, encouraging creative problem-solving, innovative thinking, and leadership abilities to impact ECCE practices.

4. Institutional Advancement

- From the generous donation from the Dundee Community Association, the Southern Crescent Technical College Foundation awarded 10 Dundee Community Association Promise Scholarships to recent graduates from one of the Spalding County high schools. The students who received the scholarships will have their unpaid tuition balances paid for up to two semesters.
- The Southern Crescent Technical College and Foundation hosted the first annual Champions for Technical Education Awards Celebration on Thursday, September 12, 2024, from 5:30 p.m.-7:30 p.m. at the Griffin Campus in the Frank and Constance Allen Johnson Event Center. Champions for Technical Education from each of the eight counties that the College serves were recognized. Corporate sponsorships ranged from $2,500 to $500, and individual tickets were $75. Proceeds from the celebration will benefit the Opportunity Fund. This fund will allow the Foundation the ability to meet pressing needs as they arise, launch special initiatives, capitalize on new opportunities to strengthen academic programs, and provide student hardship assistance. The following Champions were recognized: Bob White, IDA Director of Butts County; Kim Learnard, Mayor of Peachtree City and Jack Smith, CPA with Nichols, Cauley and Associates and former Chairman of the SCTC Foundation; Josh Fenn, IDA Director of Henry County and Chairwoman Carlotta Harrell, Chairwoman of the Henry County Board of Commissioners; Kenny Garland, Jasper County School Superintendent; Kathy Oxford, IDA Director of Barnesville-Lamar County and Scott Swafford, President and Chief Operating Officer for United Bank and former Chairman of the SCTC Board of Directors; Dee and Eric McLeRoy, Principals of McLeRoy, Inc.; Representative Karen Mathiak, Georgia House of Representatives, District 74, and Chad Pruitt, CEO and Principal for the Griffin Region College and Career Academy; Hoppy Hopkins, former Chairman of the SCTC Foundation and Taylor Smith, City of Thomaston Economic Director; Chris Schier, Vice President and Business Development for Technical Training Aids; Sam Allen, SCTC Supporter; and the Dundee Community Association.
- The Southern Crescent Technical College's Drive "Fore" Education Invitational Golf Tournament will be held on November 12, 2024, at 8:30 a.m. at the Heron Bay Golf Club in Locust Grove, Georgia. Sponsorships and teams are still available for this event. The Foundation is again securing auction items for the tournament. Teams, sponsorships, and auction items are coming in.
- On November 6, the College will host the first of four themed dinners in conjunction with UGA Griffin at the Dundee Café. Invitations are forthcoming. The remaining dates are the last Wednesday of the months of January, February, and March.
- Today, Dr. Clark and the Advancement Division will host the internal campaign winning teams luncheon at J. Henry's.

5. Institutional Effectiveness (IE)

<u>Perkins</u>

- The first FY2025 amendment for the Perkins Grant has been approved and IE is working with various departments to get orders placed as early as possible.
- IE is making initial plans to begin gathering information and hold stakeholder meetings for the needs assessment required for the Perkins Grant.

- The College was able to use funds from the Perkins Grant to pay for an institutional registration for the National Institute for Staff and Organizational Development (NISOD) fall virtual conference. The following announcement has gone out to all employees.

Southern Crescent Technical has purchased an institutional registration for NISOD's Fall Virtual Conference to be held October 16-18, 2024, which allows all employees to register at no cost. Thus far, 36 employees have registered.

If you would like to attend, you must register by October 15 using your college email address.

Attending the conference will allow you to engage in three general sessions and 50+ live sessions as well as provide opportunities to connect with colleagues throughout the event. In addition, you will have access for six months to watch sessions you may have missed during the live event.

Other IE Activities

- Finalized Summer Degree Works audit and was sent to Registrar on August 26.
- The Employee AY2025 satisfaction survey has been sent and the results will be compiled by September 20.
- The first Enrollment/Incumbent Worker report for AY2025 has been sent to Student Affairs.
- New this year is a monthly bulletin disseminated that provides updates from the Strategic Plan and Quality Enhancement Plan (QEP).

SACSCOC

- IE is updating its program tracking database as required by SACSCOC.
- IE is currently working on a program prospectus for the Plastics and Polymer Technology Technical Certificate of Credit.
- IE has reviewed 12 new certificate programs for substantive change and forwarded on to the Curriculum Committee for approval.

Information Technology

- Banner Financial Aid Upgrades have been installed as of August 29.
- Ticket Stats for the Month of August:
  - 394 Total Tickets
  - 98% Satisfaction Rate based on 123 responses.

6. Student Affairs

Enrollment		
Fall 2024	Fall 2023	Fall 2022
6,200	5804	5,018
Summer 2024	Summer 2023	
2,970	2,683	
Spring 2024	Spring 2023	
6,149	5,241	

Dual Enrollment		
Fall 2024	Fall 2023	Fall 2022
2,072	1,758	1,276
Summer 2024	Summer 2023	
374	299	
Spring 2024	Spring 2023	
2,069	1,533	

Credit Hours		
Fall 2024	Fall 2023	Fall 2022
51,951	48,325	41,839
Summer 2024	Summer 2023	
21,675	19,303	
Spring 2024	Spring 2023	
49,286	40,950	

Job Placement		
AY	In-Field	Total
AY23	95.7%	99.6%
AY22	94.3%	99.6%
AY21	91.1%	99.5%
AY20	90.3%	99.4%
AY20	90.3%	99.4%

Graduate Reporting

Academic Year	Unduplicated Awards	Duplicated Awards	Graduation Rate
AY2024*	3,023 #3 in System	4,863 #3 in System	83%
AY2023	2,784	4,557	83.7%
AY2022	2,830 #3 in System 1.7% increase from AY2021	4,890 #3 in System 7.6% increase from AY2021	83.0%
AY2021	2,784	4,545	79.5%

*These numbers are to date and not finalized.

Student Activities

- September 5 – Student Government Association (SGA) Meeting
- September 14 – Henry Center Open House – 10:00 am – 1:00 pm This was a successful event with over 100 current/prospective students attending.
- September 26 – Veteran's Benefit Briefing Partnerships with City of Griffin Police Department – 10:00 am -4:00 pm

G. EXECUTIVE SESSION (optional)

Not needed.

H. PRESIDENT'S UPDATE

- Dr. Clark was in Butts County this morning at Henderson Middle School volunteering as a Butts County Chamber Board member to serve breakfast to teachers and staff to thank them for all they do. This is a collaborative effort with the Chamber of Commerce and community members.
- Dr. Clark expressed his excitement regarding enrollment. Overall, the System is up ~9% statewide. Twenty-one of the 22 colleges in the System are up in enrollment. The trend is enrollment growth

throughout the System. The expectation is to exceed 6,200 even after the drop/add and no-show periods.

- Dr. Clark indicated that he is proud of the work the College is doing in regards to graduates and job placement.
- The Champions for Technical Education went very well. Every county was represented. The College will continue this event in the future to say thank you to these partners in the counties that the College serves for their advocacy and support of the College.
- Dr. Clark stated that he hopes that the Board members will be able to attend the first themed dinner in November. Dr. Clark is working with Provost Dean at UGA Griffin to make this event a reality. This is an opportunity to bring community members working with both entities to come together and discuss the work that we are doing. The Nursing program will be highlighted at the dinner.
- Dr. Clark announced that the College received word yesterday of a grant that the College will receive from the Health and Human Services Department of the Federal Government for workforce development in the area of Nursing. This is a $4 million Federal grant and Dr. Clark's vision for the College is to have Nursing represented at all six of the College's locations. This grant will enable the College to expand Nursing to Butts and Jasper counties. The College continues to make commitments to serve all of the counties in the service delivery area. Dr. Clark thanked Barbara Jo Cook, Chris Daniel, and Kimberly Register for their work to submit the grant. Kimberly Register stated that they only awarded five grants nationwide with only two being technical colleges. The grant requires students to complete an additional 80 hours in clinical settings for long-term and acute care than what the Georgia Board of Nursing requires. The College will pay students stipends in order to complete the additional hours. The plan is to upskill students from CNA to LPN to the Bridge program. Mr. Powell offered kudos to everyone who worked on the grant to obtain this award.
- Dr. Clark provided an update on the Robotics, Automation, Advanced Manufacturing (RAAME) Center in Spalding County. The General Assembly and Governor approved funding for the Center. The goal is to have the most comprehensive advanced manufacturing center in central Georgia/metro Atlanta area. The Facilities team is working closely with the Technical College System of Georgia to get the project off the ground and is currently in the design phase.
- Comprehensive updates will be provided at Convocation and a Legislative Update session forthcoming in October and November.
- Dr. Clark thanked the Board for their continued support.

I. ADJOURN

Mr. Workman thanked everyone for their attendance. The next Board meeting has been scheduled for November 13, 2024 at 8:00 a.m. There being no further business, the meeting was adjourned at 8:39 a.m.

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Dr. Irvin T. Clark III, Executive Secretary