BOARD OF DIRECTORS MEETING
December 12, 2024
11:00 a.m.

MINUTES

Present:

Rebecca Hadley-Catter	John Rainwater	Stone Workman
Michael Powell		

Absent:

Erin Cook	Chon Hester	Keith Simmons
George Crews	Lisa Johnson	Jeff Tarrant

Staff Members:

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

A. CALL TO ORDER

Rebecca Hadley-Catter called the meeting to order at 11:10 a.m. and welcomed everyone to the meeting.

B. APPROVAL OF AGENDA

Stone Workman made a motion to accept the agenda as presented, John Rainwater 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 September 19, 2024, meeting as presented in the Board materials, Mr. Rainwater seconded, and the Board voted unanimously to approve the minutes.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

No new business.

F. DIVISIONAL REPORTS

In the interest of time, only the Administrative Services Division provided a report during the Board meeting. Divisional reports were provided in the meeting packet for Board members to read at their convenience. 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 November 27, 2024 (FY2025). A financial overview and brief explanation of this statement includes:

- The final budget is $37,051,790.00
- FY2025 Current Year Revenue is $16,846,299.73. Revenue compared to budget is 45.47%.
- Comparative data for FY2024 current year revenue is $14,806,597.56 as reported on November 30, 2023. The variance between FY2025 and FY2024 current year revenue is an increase of $2,039,702.17 in reported revenue for FY2025.
- Actual Expenditures total is $13,828,513.31 comprised of 81.19% in personnel expenses and 18.81% in operating expenses. Expenditures compared to budget is 37.32%.
- Comparative data for FY2024 actual expenses is $12,859,756.74 as reported on November 30, 2023. The variance between FY25 and FY24 actual expenses is an increase of $968,756.57 for FY25.
- This financial statement indicates the College's current year (CY) funds available for this report is $2,988,142.67.
- Prior year reserves less prior year outstanding receivables total $3,684,061.64. Current year and prior year total funds available for the period July 1, 2024, through November 27, 2024 is $6,672,204.31.
- Comparative data for FY2024 total funds available as reported on November 30, 2023 was $6,634,334.10, an increase of $37,870.21 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

November 2024 Statistics

Service	Location		
	Flint River	Griffin	Henry
Door Counts	623	2577	135
Computer Usage	14	167	33
Instruction Sessions	0	5	0
Reference	5	5	0
Directional	3	4	5
Computer Assistance	7	37	6
Virtual Chats	0	4	1
Laptops Loaned	1	2	1
Student I.D.'s	3	65	10
Laptops Returned	0	3	0

Library Programming and Library Instruction:

- November 19: Library Feud (*Nursing Edition*)

- November 20: Dr. Austin Chan of the AETC and Morehouse College of Medicine hosted an in-person workshop on STI Testing and Treating for Healthcare Professionals.
- November 21: Trivia Thursday; Skills USA bonus questions were provided by faculty member Billy Elliott.

Library Services Updates:

- November 6: Library Services and Distance Education collaborated hosting an in-person Blackboard Ultra workshop at the Henry County Campus.
- November 13: Library Services participated in the SCTC Student Self-Empowerment Expo at the Henry County Campus.
- OER workshops were held on November 13th and 21st. These workshops introduce the benefits of utilizing open educational resources to faculty.
- Librarian Carrie Darden-Mitchell completed two embedded librarian visits this month with Angeline Bullington's English 1101 class, and Billy Elliott's Construction Trades Core 1080 class. These embedded librarian visits help with the collection development process ensuring library services provides resources that support faculty curriculum.
- Carrie Darden-Mitchell completed two high school visits this month, visiting Spalding High and Pike County High School. An informational table with SCTC and library services materials were provided during the school's lunch period. Ms. Darden-Mitchell had the opportunity to speak with current SCTC dual-enrollment students about library services.

Page Turners Book Club:

On October 3, Page Turners Book Club members discussed author Diane Setterfield's book *The Thirteenth Tale*. Club members are currently reading Elatsoe, by Darcie Little Badger. The next book discussion took place virtually on December 5 at 3:00 pm.

Distance Education

SEPT – NOV (Summary)

- GVTC conducted 3 Ultra Express Build workshops at Griffin and Flint campuses
- Conducted 23 one-on-one Blackboard Ultra Training sessions
- Cohosted (with Library staff) 6 Bb Ultra Workshops for Students
- Completed Module 0 and uploaded into all Bb Ultra Master courses
- Answered 89 Faculty Helpdesk tickets
- Answered 1184 Student Helpdesk tickets
- Rick Perkins Award voting and interviews completed
- 2024 Fall Advisory completed
- Participated in 3 Quality Matters meetings

Break down by month:

SEPT

- GVTC came to campus to offer the Ultra Express Build Workshop
- Conducted 9 one-on-one Blackboard Ultra Training sessions - Chef Fludd, Margaret Wilson, Monique McCreary, Eleen Herbert, Chris Patterson, Jim Pruett, Christy Smith, Mettie Hogan, Roberta Axson
- Cohosted 2 Bb Ultra Workshops for Students
- Created RPA ballot to be sent to all employees and students
- Answered 25 Faculty Helpdesk tickets
- Answered 386 Student Helpdesk tickets

OCT

- Conducted 7 one-on-one Blackboard Ultra Training sessions – Wendy Greenway, Suzie Lusk, Katherine Richman, Tommy Woodall, Sebede, Susan Fisher, Michelle Murray
- Cohosted 2 Bb Ultra Workshops for Students
- GVTC came to Flint and Griffin campus to offer Ultra Express Build Workshop

- Community Engagement Committee meeting
- Answered 461 Student Helpdesk tickets
- Answered 30 Faculty Helpdesk tickets

NOV

- Conducted 7 one-on-one Blackboard Ultra Training sessions – Ciarra Campbell, Lauren Willard, Selena Jones, Dr. Marzett, Donald Musgrave, Janice Bush, Nancy Morales
- Cohosted 2 Bb Ultra Workshops for Students
- Conducted 3 face-to-face training sessions
- Conducted 2 virtual training sessions
- Fall Advisory
- RPA Interviews
- Answered 337 Student Helpdesk tickets
- Answered 34 Faculty Helpdesk tickets

Program Updates

Medical Assisting

- Medical Assisting just achieved a 100% pass rate for the AMT exam. The program also boasts a 100% job placement rate. Four of our students were nominated for GOAL, and Brandon Watson advanced to the finals.
- The Medical Assisting Club made a significant impact by donating 136 books to the NTHS book drive. And finally, Enrollment in the Medical Assisting Program has increased. These achievements are a testament to the hard work of our students and faculty.

Nurse Aide

Since the inception of the Fast Track Nurse Aide Program (4-week program) January 2024, we have been able to graduate an additional 82 CNA's into the workforce.

Nursing

- Practical Nursing: Pinning ceremonies were held on December 11 at 11:00 am where 29 graduates will be pinned.
- LPN/Paramedic Bridge Program: Pinning ceremonies were held on December 11 at 1:00 pm where 33 graduates will be pinned. Just accepted a new cohort to begin in January at Fayette and Griffin locations – over 200 qualified applicants for 50 seats. Just approved by the Georgia Board of Nursing to expand this program to Butts and Jasper for the fall 2025, we will take 25 students at each location. Actively recruiting faculty now.

Phlebotomy

Proudly had two PHLT graduates gain acceptance into nursing program LPN here which is a great pathway for students. Our NSLS chapter has collected (*still collecting*) over a hundred pounds of hurricane relief items.

Carpentry/Construction Management

- Two carpentry students have been working with Habitat for Humanity with building houses. They began this activity in June and look forward to their time spent each week being able to "lend a hand". One Carpentry/Construction Management student was hired as a Project Manager and is now able to apply everything he has learned and continues to learn in the Carpentry/Construction Management classes.
- Another Food Pantry has been completed and is awaiting pick up by "The Village Kid" group to be installed in a chosen neighborhood and provide food to the less fortunate. We are planning to build three more of these pantries.

PBI Updates

- The Equity program, which promotes a sense of belonging and a culture of care for all students, was highlighted in a presentation at the NACADA Annual Conference.

- One student has been hired and is now working at Yancey Brothers as a welder.
- Another student has secured employment at Delta.
- Program participation has grown significantly. Last month's session focused on budgeting and homeownership, with great student engagement. Participants are excited about the next event, which will cover credit, finances, and preparing for homeownership.
- The Rivian cohort celebrated their first Thanksgiving together in Normal, IL, with family members traveling from Georgia to join the celebration.

3. **Adult Education**
   - FY2025 Goals and progress:
     - Enrollment – 1647; current number of NRS students – 919. Currently 55.80% of the goal.
     - Measurable Skills Gain (MSG) Percentage – 50%; current MSG percentage is 34.24%. Currently 68.48% of the goal.
     - Integrated Education and Training Participants – 40; current number of completions – 0. The College has 17 students currently registered and taking classes.
     - High School Equivalency (HSE) – 159; current number of HSEs earned – 45. Currently 28.30% of the goal.
     - Career Plus Students –Current number of enrolled students – 16 active; 6 students are on track to graduate in May. This will make 7 for FY2025. There are 7 pre-enrolled for Spring.
   - The College continues to work and will have all of our Cognia Accreditation paperwork submitted before March 4.
   - The College has partnered with Henry County Schools that will allow 10 of their ESL students to become Adult Education students and 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. The College is currently registering these students and plan to start their ECCE classes in Spring Semester.
   - The Division has reopened the IET Coordinator position. This is a full-time position that will work with students and business and industry.
   - The College has applied for Round 2 of the DECAL grant. This grant was used to fund Early Childhood Basic Technical Certificate of Credit classes for Adult Education students in 2025. We hope to hear something soon!
   - The Division has restarted the Stockbridge High School classes and are currently recruiting students.

4. **Institutional Advancement**
   - The Southern Crescent Technical College and Foundation hosted a Champions for Technical Education Awards Celebration on Thursday, September 12, 2024, from 5:30 pm-7:30 pm 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, and proceeds from the celebration benefitted 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. ; Rep. 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 Champions for Technical Education had a total revenue of $15,536.02 and a profit of $14,287.79.

- The UGA/SCTC first Community Engagement Dinner was held at the Dundee Café on November 6, 2024, with approximately 45 guests attending. This dinner was the first of four dinners at the Dundee Café on the University of Georgia Griffin Campus in a partnership to invite local community members to enjoy gourmet meals provided by SCTC Culinary students under the guidance of their faculty. The objectives of the partnership are to enhance students' culinary technical skills through food preparation and presentation, provide real-world experience in customer service and business operations, and introduce the community to SCTC and UGA Griffin's academic programs and services. The SCTC Nursing Program was the featured program during the evening after Dr. Irvin Clark, President of SCTC; and Dr. Jeffrey Dean, Assistant Provost Director of the University of Georgia Griffin Campus, welcomed all of the guests to the dinner. Kim Register, Vice President for Academic Affairs at SCTC introduced Amy Adams, Dean of Nursing, and Erin Jones, Department Chair of Nursing, who both highlighted the Nursing programs at the College. The next dinner in partnership with SCTC and UGA Griffin will be held on January 29, 2024.
- The Southern Crescent Technical College's Drive "Fore" Education Invitational Golf Tournament was held on November 12, 2024, at 8:30 a.m. at the Heron Bay Golf Club in Locust Grove, Georgia with twenty-six teams participating in the tournament. The total revenue was $48,940.00, expenses were $13,590.89, and net profit was $35,349.11.
- A Day of Giving was held on December 3, 2024, with $3,025.00 donated to the Southern Crescent Technical College Foundation.

5. Institutional Effectiveness (IE)

Perkins

- IE is currently gathering stakeholder information for the 2025 Perkins Needs Assessment. Information reviewed in last week's program advisory meeting will be included in this assessment. The Division is also meeting with key faculty and staff as well as our contacts at the local regional commissions.
- The Colleges Perkins benchmark numbers are now available. The Perkins Grant measures Placement, Graduation, and Non-Traditional Enrollment. The College is required to achieve 90% of the benchmark. The Benchmark for Placement is 95%. The College as a whole and all programs exceeded that benchmark at 99.59%. The Benchmark for Graduation is 59.05%. The College as a whole exceeded that benchmark at 62.74%. There were five programs that did not achieve 90% of the benchmark which is 53.15%. The Benchmark for Non-Traditional is 19.62%. The College as a whole achieve above the 905 requirement at 19.32%. The College had 19 programs that did not achieve 90% of the benchmark which is 17.66%.

Other IE Activities

- Provided advisory rosters to program coordinators for the Degree Works audit.
- Provided Student Affairs with information from the incumbent worker survey.
- Provided fall veterans report to the Financial Aid department.
- The AY2025 Q2 Data Brief has been published and a copy has been provided.
- The November/December issue of the SCTC PIE: Progress, Innovation, and Engagement. This monthly bulletin highlights progress of our Strategic Plan, innovations with Information Technology, and engagement with FYE of the Tiger (QEP).
- IE also published the AY2025 Q2 Data Brief; Analyzing the Future Technical College Student: Insight into the needs of prospective students to better inform enrollment efforts.

SACSCOC

- The College has submitted the prospectus for the Plastics & Polymers Technology TCC.
- The notification has been submitted to close the Dental Assisting Diploma program.
- Currently working on two prospectuses for two off-campus sites.

Information Technology

- Major Banner update to the interface/front end that students and staff use to access Banner. It will be known as Banner 9.
- Student and staff will also have a new interface to access Banner called Banner Experience. This will give students and faculty access to Banner on their desktop computer and a mobile friendly view that will be easy to access on your phone. Training begins in January and a go live date will be in February 2025.

6. Student Affairs

Enrollment		
Fall 2024	Fall 2023	Fall 2022
6,191	5,804	5,018
Spring 2025	Spring 2024	Spring 2023
5,137	6,149	5,241
Summer 2025	Summer 2024	Summer 2023
-	2,970	2,683

Dual Enrollment		
Fall 2024	Fall 2023	Fall 2022
2,073	1,758	1,276
Spring 2025	Spring 2024	Spring 2023
2,168	2,069	1,533
Summer 2025	Summer 2024	Summer 2023
-	374	299

Credit Hours		
Fall 2024	Fall 2023	Fall 2022
51,905	48,325	41,839
Spring 2025	Spring 2024	Spring 2023
41,971	49,286	40,950
Summer 2025	Summer 2024	Summer 2023
-	21,675	19,303

Job Placement		
AY	In-Field	Total
AY24*	6.3%	96.5%
AY23	95.7%	99.7%
AY22	94.3%	99.6%
AY21	91.1%	99.5%
AY20	90.3%	99.4%

Graduate Reporting

Academic Year	Unduplicated Awards	Duplicated Awards	Graduation Rate
AY2025*	70	73	48.5%
AY2024	3,023	4,863	83.0%
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

- December 2 – Be Pro, Be Proud Event, Henry Campus
- December 3-5 – Fuel up for Finals - 3 (Butts/Jasper), 4 (Flint River, Fayette, Henry), 5 – (Griffin)
- December 3 – KOBE Meeting
- December 5 – ROAR (Orientation)
- December 5 – SGA Meeting – Chappell Hall, Griffin Campus
- December 6 – Food Drive Last Day
- December 6 – SkillsUSA HS Region 4 Contests held at SCTC
- December 10 – SCTC Mens BB vs Emory Oxford – Griffin High Gym
- December 11 – Practical Nursing & RN Bridge Nursing Pinning Ceremonies – Oak Hill Church
- December 14 – 1:00 & 3:00 – SCTC Women & Men BB vs Cleveland State – Griffin High Gym
- December 18 – 5:00 & 7:00 – SCTC Women & Men BB vs Pellissippi – Taylor Street Gym
- December 21 – 1:00 – SCTC Women BB vs Trinity Baptist – Taylor Street Gym

G. EXECUTIVE SESSION (optional)

Not needed.

H. PRESIDENT'S UPDATE

- Dr. Clark announced Barbara Jo Cook's retirement effective December 31, 2024 and recognized Ms. Cook for serving the State of Georgia for over 40 years. Ms. Cook stated that she has been blessed to have chosen a career and school systems in which she has thoroughly enjoyed playing a role. Ms. Cook asked that the Board and the College continue to make dreams come true for students. She thanked the Board for always supporting the College and Foundation. Ms. Hadley-Catter thanked Ms. Cook for her dedication to the College.
- Dr. Clark thanked the Board for their continued support.

I. ADJOURN

Ms. Hadley-Catter thanked everyone for their attendance. The next Board meeting has been scheduled for January 22, 2025 at 8:00 a.m. There being no further business, the meeting was adjourned at 11:30 a.m. in order for the Board members to serve and participate in the College-wide holiday program.

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Dr. Irvin T. Clark III, Executive Secretary