

# Central Georgia Technical College

## Local Board of Directors Meeting

### AGENDA

Wednesday, April 6, 2021

Houston Lake Country Club

10:30 a.m. – 11:00 a.m.

#### Call to Order

Mr. Mike Couch

#### Invocation and Pledge of Allegiance

#### Approval of Minutes

Mr. Mike Couch

#### Special Presentation from CGTC GOAL and Ricks Perkins Award Winners

#### Division Reports

- Adult Education Ms. Brenda Brown
- Economic Development Ms. Andrea Griner
- Executive Vice President
  - Enrollment/Marketing/PR Dr. Janet Kelly
  - Facilities/Satellite Operations Mr. Jeff Scruggs
  - VECTR Center Col. (Ret.) Patricia Ross
- Institutional Advancement Ms. Tonya McClure
- Student Affairs Dr. Craig Jackson

#### President's Report

Dr. Ivan Allen

#### Old Business

Mr. Mike Couch

#### New Business

Mr. Mike Couch

#### Adjourn

**Central Georgia Technical College Board of Directors  
Local Board Meeting**

Wednesday, March 3, 2021

10:30 a.m. – 12:00 p.m.

Hawkinsville Center & WebEx

***In Attendance***

Allen, Ivan

Bailey, Karen (electronic)

Brown, Brenda

Burks, Deborah

Early, Marcus

Galan, Andrea

Griner, Andrea

Hart, Sam (electronic)

Holloway, Amy (electronic)

Jackson, Craig

Jackson, Tatrabian

Jennings, Manse

Kelly, Janet

Lambert, Karen (electronic)

McClure, Tonya

Nester, DeAnn

O'Neal, Kathy

Redding-Andrews, Karla

Ross, Trish

Scruggs, Jeff

Siniard, Michelle

Smith, Miranda

Snelgrove, Brian

Steadman, Cambri (electronic)

Steele, Danielle

Williams, Avis

Wilson, Eric

**I. Call to Order**

*Dr. Avis Williams called the meeting to order at 10:30 a.m.*

**II. Approval of Minutes**

*The February meeting minutes were approved.*

**III. Division Reports**

*Dr. Amy Holloway presented four dual enrollment TCCs for the Board's review and approval. The TCCs include Aircraft Assembly Technician, Aircraft Composites Technician, Call Center Insurance Marketing Representative, and Geriatric Care. The Board voted unanimously to approve all TCCs for Fall 2021.*

*Ms. Deborah Burks provided a mission statement review and the Board affirmed the mission statement as written.*

**IV. President's Report**

*Dr. Allen provided an update on the College and an enrollment analysis.*

**V. Meeting Adjourned**

*The Board of Directors meeting was adjourned at 12:06 p.m.*

## Adult Education Update

### CGTC Board of Directors Meeting

**Report Date:** March 29, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Ms. Brenda Brown, Vice President for Adult Education

**National Reporting System (NRS) Statistics (WIOA Local)** - Students acquiring 12 or more attendance hours (NRS Statistics are unduplicated)

	Total PoPs	Total Attendance Hours	Total Number of PoPs with MSGs	Percentage Completing Level	GED® Graduates
FY20	1,574	124,498	701	45%	395
FY21	1,098	75,143	399	36%	208

\*Total number of Periods of Participation

**WIOA Local – Gains and Attendance by EFL** – WIOA local totals of the number of students enrolled, total attendance hours, MSG and percentages by entering educational functioning level for all POPs.

Entering Educational Functioning Level	Total number of Periods of Participation	Total Attendance Hours for all participants*	Total number of Periods of Participation with Measurable Skill Gains	Percentage of Periods of Participation with measurable Skill Gains
ABE1 Beginning Literacy	74	4,837	26	35%
ABE2 Beginning Basic Education	447	29,356	138	31%
ABE3 Intermediate Low	342	18,689	104	30%
ABE4 Intermediate High	78	4,019	29	37%
ASE1 Low	5	191	3	60%
ASE2 High	2	143	1	50%
ESL1 Beginning Literacy	19	1,799	13	68%
ESL2 Low Beginning	33	4,378	23	70%
ESL3 High Beginning	24	2,830	13	54%
ESL4 Intermediate Low	33	4,298	24	73%
ESL5 Intermediate High	28	3,289	20	71%
ESL6 Advanced	13	1,315	5	38%
<b>TOTAL</b>	<b>1,098</b>	<b>75,143</b>	<b>399</b>	<b>36%</b>

\*Due to current TCSG distance education (DE) policy, only hours using approved DE curriculum are being entered into the Georgia Adult Learners Information System (GALIS). The other hours are being kept locally for documentation.

**Workforce Training** – The following programs are offered to all students and students apply to participate in the training based upon their personal career goals.

- Accelerating Opportunities Program

- 10 students enrolled
- Career Plus HSE
  - 30 students enrolled

#### Integrated Education & Training (IET)

- Bibb County ABE
  - Warehouse & Distribution Fundamentals- 12 Students
- Bibb & Houston County IELCE
  - Hospitality & Tourism- 15 Students

#### Youth Success Academy

- 265 Approved Out of School Youth Students
- 24 Work Experience Participants
- 21 Enrolled in CGTC credit class
- 14 GED® credentials earned
- 3 Enrolled in Career Plus HSE

### AED Updates:

- February 10      Facilitating Career Development 6-Week Online Course Begins  
Youth Success Academy Team
- March-April      HiSET Exam Rollout in Progress at CGTC
- March 22      AO and CPH Summer and Fall Registration Begins
- March 21-24      Coalition on Adult Basic Education (COABE) National Virtual Conference
- March 30      CLCP Marketing & Outreach Grant Award CoxNext Kickoff  
Bibb, Dooly, Houston, Peach, Pulaski Counties
- April 12-May 14      Atlanta CareerRise Virtual Work Experience Program  
Youth Success Academy
- May 11-12      TCSG Adult Education Virtual Conference
- April 5      Adult Education students begin logging into Blackboard with username and  
password

## Economic Development Update CGTC Board of Directors Meeting

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**Report Date:** March 29, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Ms. Andrea Griner, Vice President for Economic Development

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### Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
DAU	Various – Web Delivered	N/A	Varies	3/1 – 3/31
WR-ALC	Production Environment Readiness	19	40 hours	3/4 – 3/11
	Depot Work Methods and Standards	11	80 hours	3/15 – 3/26
	Production Environment Readiness	12	40 hours	3/18 – 3/25
Armstrong World Industries	OSHA 10 for General Industry	5	10 hours	3/2 – 3/3
	Forklift Training	5	8 hours	3/4
Macon Transition Center	Forklift Training	7	8 hours	2/20
Bibb County Board of Education	Electrical CE	1	4 hours	3/4
Tim's Poultry Service & Supply Inc.	Electrical CE	1	4 hours	3/4
Ballard Brothers Electrical Co.	Electrical CE	2	4 hours	3/4
Battle Heating & AC	Electrical CE	2	4 hours	3/4
Johns Manville	Electrical CE	1	4 hours	3/4
Dosadi P.M.	Electrical CE	1	4 hours	3/4
Electrical Fixers, LLC	Electrical CE	1	4 hours	3/4
Farley's Heating & Air & Electrical	Electrical CE	1	4 hours	3/4
Ford's Equipment Co.	Electrical CE	1	4 hours	3/4
Fussell Electric	Electrical CE	1	4 hours	3/4
General Power Electric	Electrical CE	1	4 hours	3/4
Gorman & Gorman Electric Co.	Electrical CE	3	4 hours	3/4
Green's Electric Service, LLC	Electrical CE	1	4 hours	3/4
Greer Company Electrical & Construction	Electrical CE	1	4 hours	3/4

Henry Butts Heating & Air Conditioning	Electrical CE	1	4 hours	3/4
Integriword LLC	Electrical CE	1	4 hours	3/4
J.M. Clayton Company	Electrical CE	1	4 hours	3/4
Jesensky Electric	Electrical CE	1	4 hours	3/4
K.C. Electrical Service	Electrical CE	1	4 hours	3/4
Luxottica	Electrical CE	1	4 hours	3/4
Macon Water Authority	Electrical CE	1	4 hours	3/4
Macon-Bibb County Government	Electrical CE	4	4 hours	3/4
Mid GA Electric	Electrical CE	2	4 hours	3/4
Middle Georgia Electric	Electrical CE	1	4 hours	3/4
Navicent Health	Electrical CE	5	4 hours	3/4
Plant Scherer, Georgia Power	Electrical CE	1	4 hours	3/4
Prince Electric	Electrical CE	2	4 hours	3/4
Rod Electrical Service	Electrical CE	1	4 hours	3/4
TESCO/J. M. Clayton Co.	Electrical CE	1	4 hours	3/4
Thigpen Electric	Electrical CE	1	4 hours	3/4
Walker Elec.	Electrical CE	1	4 hours	3/4
Williams Electric Contractors	Electrical CE	1	4 hours	3/4
Wooten Electric Co.	Electrical CE	1	4 hours	3/4
CGTC	Electrical CE	1	4 hours	3/4
Zooks Electric	Electrical CE	1	4 hours	3/4
Kumho Tire Georgia	Leadership Development Series	15	8 hours	3/9
	Leadership Development Series	15	8 hours	3/16
Blue Bird	Forklift Train the Trainer	2	13 hours	3/9 – 3/10
Graphic Packaging – Perry	Forklift Training	2	8 hours	3/10
	First Aid, CPR, Bloodborne Pathogens	6	8 hours	3/18
	First Aid, CPR, Bloodborne Pathogens	5	8 hours	3/23
	Forklift Recertification	16	1 hour	3/25
Georgia Piedmont Technical College	Weld Certification Testing	1	10 hours	3/12
Perdue Farms	Forklift Training	1	8 hours	3/16
Southeast Frozen Foods	Forklift Training	1	8 hours	3/16
Tyson Foods	Forklift Training	1	8 hours	3/16
First Quality	Customized Excel	12	8 hours	3/29

**Continuing Education Courses Delivered:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Ed2Go Online Training	6	24 hours	2/10 – varies
Professional Testing	24	Varies	3/1 – 3/24
Driver's Education (Drive Only)	5	6 hours	3/1 – 3/31
Driver's Education	13	36 hours	3/3 – 3/31
Electrical CE	8	4 hours	3/4
Forklift Training	1	8 hours	3/16
Forklift Training	1	8 hours	3/25

**DHS/DFCS Training Grant:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
FSGV 1020	6	112 hours	3/1 – 3/22
FS 1000V	11	84 hours	3/3 – 3/18
FSGV 1020	14	112 hours	3/10 – 4/5
FS 1000V	9	84 hours	3/18 – 3/31
FSGV 1020	11	112 hours	3/19 – 4/13
FS 1000V	9	84 hours	3/24 – 4/11
FS 1000V	20	84 hours	3/29 – 4/14

**Adult Education - IET (Truist) Grant:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
First Aid/CPR/AED	8	8 hours	3/11
OSHA 10 Hour for General Industry	9	10 hours	3/15 & 3/17
First Aid/CPR/AED	6	8 hours	3/22
Forklift Training	2	8 hours	3/23
OSHA 10 Hour for General Industry	3	10 hours	3/24 – 3/25
ServSafe	12	3 hours	3/25

**U.S. DoL OSHA Susan Hardwood Grant:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Powered Industrial Trucks	10 (Star Snacks)	7.5 hours	2/23
Powered Industrial Trucks	2 (2 Clean Control)	7.5 hours	2/24
Powered Industrial Trucks	8 (2 Hildagos; 1 Middle GA Community Food Bank)	7.5 hours	3/9
Powered Industrial Trucks	4 (2 Middle GA Community Food Bank)	7.5 hours	3/17
Requirements in OSHA Standards	2 (1 Dosadi P.M.)	7.5 hours	3/22

## **Defense Community Economic Development Grant (VECTR):**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Project Management	6	10 hours	3/10 – 3/11

### **Industry Outreach:**

- Stevens Aviation – Bibb
- Embraer – Bibb
- Dean Baldwin Painting – Bibb
- Kumho Tire Georgia – Bibb
- First Quality - Bibb
- Graphic Packaging – Houston
- Kamin Solutions LLC – Bibb
- Robins AFB - WR-ALC – Houston
- Robins AFB – 78<sup>th</sup> Air Base Wing – Houston
- Nichiha, USA – Bibb
- Warren Associates – Bibb
- Northrop Grumman – Houston
- Giga, Inc. – Bibb
- Georgia Artisan – Bibb
- Trinity School of Medicine - Houston

### **Community Outreach:**

- OneMacon Meeting
- Macon BoE BEP Meeting
- Tour Project Synergy Building
- Live Well Twiggs Collaborative Meeting
- OneMacon Talent & Education Working Group Meeting
- Pulaski Archway Executive Committee Meeting
- Houston County Family Connection Board of Directors Meeting
- Perry Area Chamber of Commerce Board of Directors Meeting
- Macon-Bibb County Industrial Authority Meeting
- Georgia Adult Education Association Conference
- Economic Opportunity Council

**Facilities:**

- **Over 360 visitors utilized the facilities at the Macon** campus during the month of March including Irving Tissue, Georgia College and State University, Nichiha USA, GAP Group, Inc., and MidSouth Community Federal Credit Union.
- **Over 280 visitors utilized the facilities at the Warner Robins** campus during the month of March including Middle Georgia RESA, American Red Cross, Grove Church, Houston County Board of Election, Georgia State Assembly Association of Surgical Technologists, Perdue Farms, Warner Robins Police Department, Houston County Volunteer Medical Board, Houston County Sheriff's Office, RAFB WR-ALC, and Houston County Extension Office.
- **Over 120 visitors utilized the facilities at the Milledgeville** campus during the month of March including American Red Cross, Baldwin County Board of Education, Communities in Schools, Georgia Department of Juvenile Justice, Milledgeville Baldwin County Chamber of Commerce, and STAG Vets, Inc.
- Bluebird has an ongoing facilities agreement for space at the **Peach County Workforce Development Center** for employee onboarding and workforce training.

## Enrollment, Marketing, and Public Relations Update

**Report Date:** April 5, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Dr. Janet Kelly, Assistant Vice President for Enrollment, Marketing, and Public Relations

### Enrollment and Registration

- A comparison of net registrants for Spring 2020 and Spring 2021 is shown in the chart below as of March 1.
- The College is still enrolling students for Spring S2 students, DOC, and HS DE students
  - Classes for Spring S2 begin Thursday, March 4.
  - **S2 2021 total** enrollees = 747 students (as of March 1, 2021)
  - Compared to **S2 2020 total** enrollees = 476
  - S2 only Net Registration currently up by 57%

#### Net Registration Day to Day comparison as of March 1

NET	Credit Registrants	HS Registrants	DCOR Registrants	Unduplicated Total Headcount
<b>Spring 2020</b>	5017	2215	345	7577
<b>Spring 2021</b>	5273	1722	207	7210
Difference	256	-493	-138	-367

*Current difference of -4.84% for unduplicated headcount*

### Financial Aid

- Working to develop process for distribution of CARES 2 student funds
  - Students now have the option to apply emergency grant funds to any balances on their account
  - The College has a second round of \$2.5+ million to disburse to students for emergency relief funds

## EXECUTIVE VICE PRESIDENT DIVISION

### CGTC BOARD OF DIRECTORS MEETING



## VECTR Update

**Report Date:** April 5, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Col. (Ret.) Patricia Ross, Chief Operating Officer

Statistics: 2 Aug 16 – 31 Mar 21:

- Provided 62,368 requested services to veterans, service members/families
- Career Coaching 3,318
- Community Resources 2,250
- Education-Financing 1,978
- Testing Center 4,050
- Entrepreneurship 4,242
- Department of Labor (DOL) 880
- Education-TCSG 2,668
- Education-USG 691
- United Way - Mission United 855
- WIOA 278
- Veterans Services (VSO) 38,145
- VA Health Enrollment 515
- Other 2,498
- Hosted - Hosted 20,356 more for base training/events

### CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
Welding	13	15	2/15 – 5/28
HVAC	15	15	2/15 – 5/28
Electrical Construction	14	15	2/15 – 5/28
Industrial Systems	5	15	2/15 – 5/28
Cisco Networking	15	15	1/7 – 5/3
CDL	15	5	2/15 – 3/18

### Workshops conducted:

Name	Organization	Number Trained	Training Dates
Project Management Basics	DECG	15	3/9-3/10
Capstone Building Lunch & Learn	Capstone Building	29	3/3

**VBOC:**

Events	Location	Number Trained	Training Dates
B2B	Reboot	24	3/1-3/2
B2B	Jackson	17	3/3-3/4
B2B	Kings Bay	4	3/4-3/5
B2B	Reboot	8	3/8-3/11
B2B	Benning	30	3/10-3/11
B2B	Ready, Set, Go	26	3/16-3/18
B2B	Reboot	16	3/22-3/23
B2B	Shaw	7	3/24-3/25
B2B	Stewart	9	3/30-3/31
B2B	Reboot	16	3/30-3/31

**Outreach:**

Events	Location	Number Trained	Training Dates
CSP- Virtual	Stewart	28	3/4
CSP- Virtual	Hunter	13	3/10
CSP- Virtual	Stewart	27	3/11
CSP- Virtual	Stewart	32	3/18
CSP- Virtual	Hunter	13	3/24
CSP- Virtual	Stewart	30	3/25

**Industry/Community Outreach:**

- Siemens Industry, Inc.
- Global School of Aeronautics
- Robins AFB Community Support Coordinators
- GTRI
- Veteran Engagement Team (VA)
- VocRehab Webinar
- District 6 – VFW
- Robins AFB Informed Decision Brief
- USG Adult and Military Learners - presenter

**News:**

- Kevin Daffin (HVAC) selected for the General Al Hansen scholarship

**Upcoming:**

- Military Child Education Coalition webinar
- VBOC Continuation grant (\$475)
- Defense Community Economic Development grant (\$60K)

## Institutional Advancement Update

### CGTC Board of Directors Meeting

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**Report Date:** March 29, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Ms. Tonya McClure, Assistant Vice President for Advancement

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#### ***Events***

- Annual Golf Tournament
  - April 6
- Annual Giving Campaign
  - External campaign – May
  - Internal campaign – June
- Alumni Engagement
  - Virtual career event – April/May
  - New digital communication
    - Social media
    - eNewsletter specific to alumni – April
- Student Scholarship Banquet
  - New annual event to honor recipients and donors
  - More info forthcoming

#### ***Special Projects***

- Scholarship Program
  - Review process in progress for Summer semester
  - Fall semester opening soon
- Large Gift/Grant Opportunities
  - R Moulton (received)
    - \$20,000
    - Adult Education Program
  - Terracon Foundation
    - Scholarships
    - Adult Education
  - YES Project
    - Special populations
- Operational
  - New advancement staff member
    - Tyler Bryant – media specialist
    - Housed at the WR campus (Building E)
  - Roof repairs in final stages at the Macon campus bookstore
  - Budget planning underway for FY22



## Student Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** March 31, 2021

**Meeting Date:** April 6, 2021

**Prepared By:** Dr. Craig Jackson, Vice President for Student Affairs

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#### **Career Services**

The office also continues to serve students by offering Optimal Resume assistant, Workshops, Career Fairs, Work Study and WIOA (Workforce Innovation and Opportunity Act). Currently looking into the possibility of having a virtual Career Fair.

#### **Counseling Department**

The department continues to conduct Mental Health First Aid training for faculty & staff. Group sessions for males and females were held each Friday at 10:30am and 1:30pm. The department has also made the adjustment and is able to provide Telemental Health Counseling (Distance Counseling).

#### **Campus Life**

Campus Life will sponsor Spring Fling outdoor events on all three campus. April 6th-Milledgeville, April 13th-Macon and April 20th-Warner Robins. All events are scheduled 11:00am-1:00pm. The department is also in the process of starting a clothing bank on campus where students who are in need can receive items and faculty and staff will have the opportunity to donate items.

#### **Graduation**

CGTC's 2021 Commencement Ceremony will be held virtually on Friday, June 4, at 3:00 p.m. The ceremony will be streamed on the College's website and official Facebook page.

#### **Athletics**

The men and women basketball team are entering conference play.

Titans enter as the 5<sup>th</sup> seed.

Lady Titans enter as the 5<sup>th</sup> seed and have advanced to the semifinal game.

#### **Overall Team GPA's for Fall 2020**

Men's Basketball	3.65
Women's Basketball	3.57
Cross Country	3.02