

Central Georgia Technical College

Local Board of Directors Meeting

AGENDA

Thursday, May 14, 2020

Teleconference

10:30 a.m. – 12:00 p.m.

Call to Order

Mr. Danny Carpenter

Invocation and Pledge of Allegiance

Approval of Minutes

Mr. Danny Carpenter

Division Reports

- Administrative Services
- Adult Education
- Economic Development
- Executive Vice President
 - VECTR Center
- Institutional Advancement
- Institutional Effectiveness

Dr. Michelle Siniard

Ms. Brenda Brown

Ms. Andrea Griner

Col. (Ret.) Patricia Ross

Ms. Tonya McClure

Ms. Deborah Burks

President's Report

Dr. Ivan Allen

Old Business

Mr. Danny Carpenter

New Business

Mr. Danny Carpenter

Adjourn

Central Georgia Technical College Board of Directors
Local Board Meeting

Wednesday, March 4, 2020

10:30 a.m. – 12:00 p.m.

Building A, Room 419 – Macon Campus

In Attendance

Allen, Ivan
Bailey, Karen
Brown, Brenda
Burks, Deborah
Buzzell, Marsha
Couch, Mike
Danzie, David
Davis, Carmen
Davis, Dana
Dominy, Carol
Eady, Denise
Faircloth, Jimmy
Griner, Andrea

Holloway, Amy
Jackson, Craig
Jennings, Manse
McClure, Tonya
Repzynski, Allison
Ross, Trish
Scruggs, Jeff
Siniard, Michelle
Steadman, Cambri
Steele, Danielle
Tippy, Cristina
Williams, Avis
Wilson, Eric

I. Call to Order

Mr. David Danzie called the meeting to order at 10:31 a.m.

II. Invocation & Pledge of Allegiance

Dr. Avis Williams led the invocation, and Mr. Manse Jennings led the Pledge of Allegiance.

III. Approval of Minutes

The February meeting minutes were approved.

IV. New Business

In addition to division reports, Mr. Jimmy Faircloth gave a review of the College's Business Continuity Plan, Emergency Operations Plan, Exposure Control Plan, and the Hazard Communication Program Plan.

V. President's Report

Dr. Allen provided an update on the College and shared information regarding the College's study into student housing.

VI. Meeting Adjourned

The Board of Directors meeting was adjourned at 12:22 p.m.

Central Georgia Technical College
FY 2020 YTD Analysis
as of April 30, 2020

		Annual Budget	Current Year Revenue	Current Year Receivables	Current Year Expenditures	Net Amount
01932	State Appropriation	24,789,261	20,657,714		18,806,185	1,851,529
01938	Adult Ed State Funds	1,002,820	835,686		867,441	(31,755)
18000	CMVOST - CDL Grant	200,461	80,741	2,406	83,147	0
19100	RSI - Student Success	494,937	773,672	9,867	783,539	0
2416W	FY20 GA Apprenticeship Grant	100,000	5,671	2,105	7,776	0
2420A	Federal Work Study Funds	293,386	239,032		239,032	0
24999	OSHA Susan Harwood Grant	209,672	124,060		124,060	0
2620A	Adult Ed Federal Funds	1,324,000	1,115,943		1,225,908	(109,965)
26991	VBOC Grant	252,070	239,312	32,161	271,473	0
30141	SNAP	149,335	107,798	8,992	116,790	0
3240A	FY20 Carl Perkins	1,555,673	1,160,923	78,788	1,239,711	0
35315	CCampus Grant	178,582	84,054		84,054	0
3549A	FY20 WIOA Adult	239,250	260,864	27,278	288,142	0
3549D	FY20 WIOA Dislocated Worker	195,750	183,097		183,097	0
3549V	FY20 WIOA Vet	779,615	87,519	225	87,744	0
3549Y	FY20 WIOA Youth	485,000	159,485	50,107	209,592	0
36201	ECLC Quality Rated Grant	140,000	60,318		30,589	29,729
38190	GA Gear Up	917	917		917	0
55002	Live Work - Cosmetology	19,000	11,001		12,540	(1,539)
55004	Live Work - Auto Tech	18,000	15,791		4,155	11,636
55011	Live Work - Child Dev Ctr	250,000	255,792		352,014	(96,222)
55024	Live Work - Dental Hygiene	42,000	23,915		31,116	(7,201)
55029	Live Work - Diesel Mechanic	1,000	236		36	200
60001	Tuition	15,649,134	12,627,829	857,161	16,773,527	(3,288,537)
60005	GED Testing	65,000	56,774		144,486	(87,712)
60015	Miscellaneous	1,000,000	980,318		442,723	537,595
60030	Testing Center	90,000	54,854		14,414	40,440
60133	Misc Income Registration Fees	910,000	669,117	36,115	208,594	496,638
60134	Misc Income Application Fees	70,000	47,730			47,730
60135	Student Technology Fee	1,575,000	1,155,388	78,335	958,113	275,610
60136	Misc Student Fees	1,000,000	1,182,007	59,193	305,540	935,660
61001	Continuing Education	250,000	144,624		293,170	(148,546)
61003	Business & Industry General	865,000	765,144		648,540	116,604
61125	DAU	258,500	181,285	21,290	783	201,792
61127	CLCP	16,000	14,426		14,426	0
61143	FAA	55,000	12,576		11,206	1,370
61158	CDL Testing	8,500	10,810			10,810
61161	American Heart CTC	40,000	38,377		16,943	21,434
61272	GDC Occupational Skills	1,941,103	1,248,205		1,180,900	67,305
61295	EOC Head Start	61,750	51,458		57,923	(6,465)
61335	A/E Miscellaneous	0	0		477,785	(477,785)
61337	Jones County A/L	20,000	20,000			20,000
62007	Concession Sales	105,000	56,064		60,097	(4,033)
90113	FY20 GA Dept of Corrections	19,650	21,150		18,900	2,250
90360	Child & Adult Care Food Prog	35,000	33,975	32,525	73,215	(6,715)
90370	Two Gen Innovation Grant	20,138	8,320	1,128	9,448	0
90391	Bright from Start PreK Funds	300,578	269,035	38,265	310,381	(3,081)
94358	DJJ Grant	147,550	120,535	12,296	22,293	110,538
95348	FY2019 MRR Bond	355,031	140,402	52,475	192,877	0
95357	FY2020 MRR Bond	529,186				0
95358	FY2020 Equipment Refresh	573,225	488,756	42,781	531,537	0
96220	FY20 DHS/DFCS Training Grant	190,110	140,334	2,523	142,857	0
Grand Total		58,871,184	47,023,034	1,446,016	47,959,737	509,313

Net to Date	509,313
Prior Year Carry-over	1,095,781
<i>Net Income, including Prior Yr Carry-over</i>	<u>1,605,094</u>

Central Georgia Technical College
YTD Analysis - FY2020 vs. FY 2019
February

		FY2019			FY2020			FY20 vs. FY19
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	19,207,757	17,989,929	1,217,828	20,657,714	18,806,185	1,851,529	633,701
01938	Adult Ed State Funds	846,165	999,336	(153,171)	835,686	867,441	(31,755)	121,416
02000	Equipment Refresh Funds	550,257	550,257	0	-	-	0	0
18000	CMVOST - CDL Grant	40,082	40,082	0	83,147	83,147	0	0
19100	RSI - Student Success	515,325	515,325	0	783,539	783,539	0	0
22015	First in the World Grant	212,379	212,379	0	-	-	0	0
23016	DoD OEA Grant	198,803	198,803	0	-	-	0	0
2416W	FY20 GA Apprenticeship Grant	-	-	0	7,776	7,776	0	0
2420A	Federal Work Study Funds	189,926	189,926	0	239,032	239,032	0	0
24999	OSHA Susan Harwood Grant	74,504	74,504	0	124,060	124,060	0	0
2620A	Adult Ed Federal Funds	910,109	1,001,647	(91,538)	1,115,943	1,225,908	(109,965)	(18,427)
26991	VBOC Grant	189,537	189,537	0	271,473	271,473	0	0
28012	PBI Grant	-	-	0	-	-	0	0
30141	SNAP	112,497	112,497	0	116,790	116,790	0	0
3240A	Carl Perkins	1,331,103	1,331,103	0	1,239,711	1,239,711	0	0
35315	CCampus Grant	46,502	46,502	0	84,054	84,054	0	0
3549A	FY20 WIOA Adult	190,976	190,976	0	288,142	288,142	0	0
3549D	FY20 WIOA Dislocated Worker	93,895	93,895	0	183,097	183,097	0	0
3549V	FY20 WIOA Vet	-	-	0	87,744	87,744	0	0
3549Y	FY20 WIOA Youth	232,238	232,238	0	209,592	209,592	0	0
36201	ECLC Quality Rated Grant	69,190	58,097	11,093	60,318	30,589	29,729	18,636
38190	GA Gear Up	-	-	0	917	917	0	0
48001	Lumina Foundation Grant	6,000	6,000	0	-	-	0	0
55002	Live Work - Cosmotology	17,178	22,402	(5,224)	11,001	12,540	(1,539)	3,685
55004	Live Work - Auto Tech	14,433	11,039	3,394	15,791	4,155	11,636	8,242
55011	Live Work - Child Dev Ctr	292,760	361,318	(68,558)	255,792	352,014	(96,222)	(27,664)
55024	Live Work - Dental Hygiene	36,899	39,758	(2,859)	23,915	31,116	(7,201)	(4,342)
55029	Live Work - Diesel Mechanic	590	-	590	236	36	200	(390)
60001	Tuition	11,128,332	16,280,366	(5,152,034)	13,484,990	16,773,527	(3,288,537)	1,863,497
60005	GED Testing	54,047	138,208	(84,161)	56,774	144,486	(87,712)	(3,551)
60015	Miscellaneous	856,925	149,205	707,720	980,318	442,723	537,595	(170,125)
60030	Testing Center	79,347	92,162	(12,815)	54,854	14,414	40,440	53,255
60133	Misc Income Registration Fees	678,452	214,627	463,825	705,232	208,594	496,638	32,813
60134	Misc Income Application Fees	58,245	-	58,245	47,730	-	47,730	(10,515)
60135	Student Technology Fee	1,166,496	982,131	184,365	1,233,723	958,113	275,610	91,245
60136	Misc Student Fees	1,203,536	236,810	966,726	1,241,200	305,540	935,660	(31,066)
61001	Continuing Education	196,860	260,202	(63,342)	144,624	293,170	(148,546)	(85,204)
61003	Business & Industry General	676,766	493,315	183,451	765,144	648,540	116,604	(66,847)
61125	DAU	214,210	-	214,210	202,575	783	201,792	(12,418)
61127	CLCP	13,640	13,640	0	14,426	14,426	0	0
61143	FAA	49,539	24,261	25,278	12,576	11,206	1,370	(23,908)
61158	CDL Testing	6,700	706	5,994	10,810	-	10,810	4,816
61161	American Heart CTC	33,851	22,731	11,120	38,377	16,943	21,434	10,314
61272	GDC Occupational Skills	1,732,340	1,316,292	416,048	1,248,205	1,180,900	67,305	(348,743)
61295	EOC Head Start	51,458	55,569	(4,111)	51,458	57,923	(6,465)	(2,354)
61335	A/E Miscellaneous	-	504,993	(504,993)	-	477,785	(477,785)	27,208
61337	Jones County A/L	20,000	-	20,000	20,000	-	20,000	0
62007	Concession Sales	94,580	91,749	2,831	56,064	60,097	(4,033)	(6,864)
90113	Ga Dept of Corrections Testing	-	-	0	21,150	18,900	2,250	2,250
90360	Child & Adult Care Food Prog	49,823	52,794	(2,971)	66,500	73,215	(6,715)	(3,744)
90370	Two Gen Innovation Grant	4,217	4,217	0	9,448	9,448	0	0
90391	Bright from Start PreK Funds	259,815	271,364	(11,549)	307,300	310,381	(3,081)	8,468
94358	DJJ Grant	104,709	72,299	32,410	132,831	22,293	110,538	78,128
95342	FY2018 MRR Bond	499,703	499,703	0	-	-	0	0
95343	FY2018 Equipment Bond	70,226	70,226	0	-	-	0	0
95348	FY2019 MRR Bond	14,500	14,500	0	192,877	192,877	0	0
95358	FY2020 Equipment Refresh	-	-	0	531,537	531,537	0	0
96220	DHS/DFCS Training Grant	138,892	138,892	0	142,857	142,857	0	0
Grand Total		44,836,314	46,468,512	(1,632,198)	48,469,050	47,959,736	509,314	2,141,512

Net to Date
Prior Year Carry-over
Net Income, including PY Carry-over

(1,632,198)	509,314	
984,554	1,095,781	
(647,644)	1,605,095	2,252,739



Adult Education Update

CGTC Board of Directors Meeting

Report Date: May 12, 2020

Meeting Date: May 14, 2020

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
FY19	1992	177,998	1003	50%	655
FY20	1646	138,966	751	46%	440

*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	156	16,261	77	49%
ABE2 Beginning Basic Education	708	62,364	289	41%
ABE3 Intermediate Low	438	29,770	190	43%
ABE4 Intermediate High	86	4,913	48	56%
ASE1 Low	1	22	1	100%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	46	4,198	24	52%
ESL2 Low Beginning	70	7,252	41	59%
ESL3 High Beginning	52	5,217	29	56%
ESL4 Intermediate Low	34	3,809	22	65%
ESL5 Intermediate High	41	3,677	21	51%
ESL6 Advanced	14	1,485	9	57%
TOTAL	1,646	138,966	751	46%

Information Items:

- Accelerating Opportunity Program

- 40 students enrolled
- BB&T Workforce Investment Program/Integrated Education and Training (IET)
 - 75 students completed
 - 192 certifications earned
 - Next Class:
Virtual Cohort begins May 26
- Youth Success Academy
 - 270 Approved Out of School Youth Students
 - 30 Work Experience Participants
 - 34 Enrolled in CGTC credit class
- Career Plus HSE Pilot
 - 6 Participants enrolled in online program

AED Updates:

- The TCSG Office of Adult Education is waiving all enrollment and MSG targets for the remainder of Fiscal Year 2020 due to the COVID-19 pandemic.
- Adult Education instruction continues via Google classroom and video conferencing
- TCSG purchased Blackboard for Adult Education use
 - Comprehensive Blackboard training began May 4th
 - Adult Education instruction will transition to Blackboard in July
- Online instructional transition team developed
- Lesson plan repository updated to include online resources
- Awaiting state approval to resume GED® Testing, while observing social distancing, at the Macon, Milledgeville, and Cohen Walker Campuses
- Awaiting state approval to open new GED® Testing location at the Adult Education Career Training Center on Elberta Rd
- Return to Work Plan, Phase 1, begins May 18th
 - Limited staff on Macon, Milledgeville, and Warner Robins main campuses
 - Rotate staff schedules to maintain a presence on campus and social distancing
 - Instructors will continue to telework



Economic Development Update

CGTC Board of Directors Meeting

Report Date: May 13, 2020

Meeting Date: May 14, 2020

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

Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
DAU	Various Courses – Shifted to online delivery mid-March	120	Varies	3/1 – 3/31
Burruss Correctional	Entrepreneurship	7	8 hours	3/2 – 3/3
	Leadership & Influence	7	8 hours	3/9 – 3/10
WR-ALC	AS9100 Purchasing Procedures	15	8 hours	3/2
	AS9100 Purchasing Procedures	9	8 hours	3/4
	AS9100 Purchasing Procedures	18	8 hours	3/5
	AS9100 Purchasing Procedures	8	8 hours	3/6
	AS9100 Purchasing Procedures	18	8 hours	3/9
	AS9100 Purchasing Procedures	12	8 hours	3/10
	AS9100 Purchasing Procedures	12	8 hours	3/11
	AS9100 Purchasing Procedures	12	8 hours	3/12
	AS9100 Purchasing Procedures	19	8 hours	3/16
	Production Environment Readiness	19	43 hours	3/5 – 3/12
Hollingsworth & Vose	Ethical Leadership	2	6 hours	3/6
Middle Georgia Consortium	Ethical Leadership	1	6 hours	3/6
Triumph Aerospace Structures	Ethical Leadership	2	6 hours	3/6
Graphic Packaging (Perry)	Forklift Training	1	8 hours	3/10
Kumho Tire Georgia Inc.	Kumho Tire Leadership Development Series	20	8 hours	3/17

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Driver Training (Drive Only)	4	6 hours	3/1 – 3/18
Drivers Education (*4 hours completed via WebEx)	26	30 hours*	3/7 – 4/9

Forklift Training	2	8 hours	3/10
Certified Ethical Hacker	10	72 hours	3/10 – 3/20

BB&T Workforce Investment Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
OSHA-10	9	10 hours	3/2 – 3/3
OSHA-10	9	10 hours	3/9 – 3/10
AHA First Aid/CPR/AED	8	8 hours	3/11

U.S. DoL OSHA Susan Hardwood Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
Hazard Communication	4	3 hours	3/3
Ladder Safety	2 (1-Mosaic Development)	3 hours	3/9
Bloodborne Pathogens	2 (1-Mosaic Development)	3 hours	3/9
Ladder Safety	5 (2-GIGA, Inc.)	3 hours	3/9
Forklift Safety Training	5 (1-Mosaic Development)	7.5 hours	3/11

Industry Outreach:

- Construction Specialties – Peach County
- Technical College System of Georgia
- Lowes – Bibb County
- Home Depot - Bibb County
- Builders First Source - Bibb County
- GIGA - Bibb County
- Coliseum Health Systems - Bibb County
- Perdue Farms – Houston County

Community Outreach:

- Career Women’s Networking Luncheon
- Twiggs Collaborate
- WorkSource Macon Bibb – Board Meeting
- Middle Georgia Economic Alliance – Sector Partnership

Facilities:

- **Over 490 visitors utilized the facilities at the Warner Robins Campus** during the month of March including Middle GA RESA, Grove Church, Houston County Board of Health, Blue Bird, Waves, Toastmasters, Houston County Cotillion.

- **Over 450 visitors utilized the facilities at the Macon** campus during the month of March including Middle GA RESA, Armstrong World Industries, Technical College System of Georgia, Georgia College and State University, Georgia Department of Revenue, Macon Occupational Medicine, State Bar of Georgia Institute of Continuing Legal Education, Bright from the Start, Quality Rated Peer Support Network, MidSouth Community Federal Credit Union, and Ministers' Wives/Ministers Widows'.
- **Over 252 visitors utilized the facilities at the Milledgeville** campus during the month of March including Baldwin County Board of Education, Ocmulgee Judicial Circuit Accountability Court, and Georgia Academy for Economic Development.

FREE Online Personal Development Classes

To register go to www.centralgatech.edu/ce

Attention Management - Learn how to identify priorities and strategies for developing and maintaining focus on the things you need to get done and want to achieve for success. (Approximately 90 minutes)

Business Etiquette - Navigating work and professional activities with confidence – knowing what’s appropriate in what type of setting – is crucial for your career. Learn the basics of business etiquette and apply them throughout your life. (Approximately 90 minutes)

Customer Service - Having the skills to offer good customer service – even in difficult circumstances – can set you apart from your colleagues and make you a valuable member of your work team. Get the basics of effective customer service, whether it’s face-to-face or on the phone. (Approximately 120 minutes)

Emotional Intelligence - Emotional intelligence describes the ability to understand one’s own feelings, and that of groups, and how these emotions can influence motivation and behavior. When you understand yourself – and your coworkers and customers – you can be an invaluable part of any work team. (Approximately 120 minutes)

Goal Setting and Getting Things Done - Understanding the qualities of a good goal, and having strategies to help you stay motivated and moving forward toward those goals, can be the key to great success – in life and on the job. (Approximately 100 minutes)

Job Search Skills - Searching for a job can be intimidating. Finding leads. Networking. Developing a strong resume and cover letter. Even staying focused on the hunt can be difficult. Get some strategies to help you in your search for your next great job. (Approximately 100 minutes)

Telework and Telecommuting - Teleworking requires a unique set of skills and it can be awkward to transition from a workplace with other employees to a home office. Learn strategies for managing your time, your space - and yourself – so your employer can be confident that you can be productive – even from home. (Approximately 110 minutes)

Ten Soft Skills You Need - Being successful in the workplace involves so much more than just being able to carry out specific job duties. Gain insights on improving communication, teamwork, problem-solving, and other skills, so that you can be effective on the job. (Approximately 110 minutes)

Time Management - Personal time management skills are essential for professional success in any workplace – and they can also make your work life much more manageable. Learn strategies to help you prioritize, and attack tasks, staying productive, while avoiding becoming overwhelmed. (Approximately 110 minutes)

Workplace Diversity - Chances are good, you work for, or with, someone who is not exactly like you. Whatever the differences, being aware of, and sensitive to, those differences in the workplace, can be key to your success. (Approximately 120 minutes)

To register, go to www.centralgatech.edu/ce

CGTC Office of Continuing Education
✉ ceinfo@centralgatech.edu



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EXECUTIVE VICE PRESIDENT DIVISION

CGTC BOARD OF DIRECTORS MEETING



VECTR Update

Report Date: May 11, 2020

Meeting Date: May 14, 2020

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

Statistics: April 2020

- Provided 675 remote services to veterans, service members/families
- Career Coaching 29
- Community Resources 31
- Education-Financing 19
- Testing Center 59
- Entrepreneurship 108
- Department of Labor (DOL) 2
- Education-TCSG 50
- Education-USG 0
- United Way - Mission United 8
- WIOA 6
- Veterans Services (VSO) 287
- Other 76

CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
HVAC	10	15	1/6-4/17
Welding	14	15	1/6-4/10
Cisco Networking (DL)	6	15	1/6-4/30
Boots to Business (DL)	18	1	28-29 April

HVAC and Welding approved for limited lab waiver. Graduated all 20 students ahead of time using distance learning and competency-based labs. CISCO Networking moved solely on-line.

<https://www.centralgatech.edu/amid-covid-19-changes-georgia-vectr-center-keeps-military-students-on-track>

Other:

- Received \$175,000 grant for Industrial Systems Program
- Received \$475,000 for Veterans Business Outreach Center
- Assisted with Military 101 training with USDOL and Atlanta SHRM
- Received Department of Defense approval for Skill Bridge programs (service members attend within last 180 days on active duty)
 - Approved by USMC and US Navy; pending approval by US Army on amendment (new programs) and US Air Force. <https://dodskillbridge.usalearning.gov/locations.htm>

- Touch-up paint
- New dorm from Robins AFB, anticipated agreement for 1 June classes



Institutional Advancement Update

CGTC Board of Directors Meeting

Report Date: May 12, 2020

Meeting Date: May 14, 2020

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

Events

- Board of Trustees Quarterly Meeting
 - June 4 @ 9 am on the Warner Robins Campus
- Employee Giving Campaign
 - June 1 – 12
 - Virtual campaign with contests and giveaways
 - Donation form attached
- 15th Annual Golf Tournament
 - June 23 @ Houston Lake Country Club
 - Finalizing solicitation of sponsors and teams
 - Sponsor forms attached
- Graduation Reception
 - TBD

Special Projects

- Large Gifts and Grants
 - Houston Healthcare
 - \$75,000 for allied health program initiatives
 - Tides Foundation via Google Impact Grant (VECTR)
 - \$175,000 for equipment for aerospace programming
- Student Scholarships
 - Spring Semester
 - Tuition assistance awarded: \$28,926
 - Textbook and tools assistance awarded: \$12,282
 - Summer Semester
 - Tuition assistance awarded: \$23,066
 - Textbook and tools assistance awarded: \$11,500 (in process)
- Operational
 - FY21 budget
 - Evaluating donor management software options



Institutional Effectiveness Update

CGTC Board of Directors Meeting

Report Date: May 11, 2020

Meeting Date: May 14, 2020

Prepared By: Ms. Deborah Burks, Vice President for Institutional Effectiveness

INFORMATION ITEMS

Contract Negotiations

- WIOA – devised and submitted an RFP for the Macon-Bibb Adult and Dislocated Worker Case Management contract. Awaiting results; participated in the review of the One Stop negotiations documents and submitted signatures attesting to participation as a required partner for Career Education and Adult Education.
- DFCS SNAP Education and Training (E&T) Career Connections & Transition – submitted budget needs for a third year; completed and submitted documents for upcoming annual review (June 2020) as required by contractor.
- Middle Georgia Consortium WIOA – participating in the review of the Consortium's One Stop negotiations documents.

Student Learning Outcomes (SLOs):

- The [SLO Schedule for Spring Semester 2020](#) was shared with Program Chairs. This is a new tool for Program Chairs to utilize to verify SLO results have been collected from faculty. During Spring Semester 2020, 831 SLOs will be documented this semester equating to roughly 8,000 individual student results.
- The Sports and Fitness Management program is in the process of developing a new list of SLOs.

SLO Migration:

- All SLO data for AY 2019 and AY 2020 has been transferred to the IE Planning System, including documentation. Previous years are being transferred as needed.
- 18 (out of 66) of the SLO Crosswalks and Timelines for programs are in the process of being finalized and will be added soon. The remaining crosswalks and timelines have already been added to the SLO templates in the IE Planning System.
- IT has updated the link to the IE Planning System in iNet to allow users to access the IE Planning System directly and in fewer clicks. The new link names are included below:
 - IE: Accreditation (links users to the Compliance Assist site for the SACSCOC narratives)
 - IE: Planning (links users to the Planning system)
- Permissions have been given to Program Chairs to access the SLO and PCR modules in the IE Planning System.
- All full-time planners have been added to the IE Planning System and will be given review permissions to be able to view plans within their program assignment.
- All faculty and staff assigned to planning was trained in use of the new system during professional development day May 5, 2020.

- A “*Quick Start Guide*” has been developed to provide instructions for accessing the IE Planning System and all user planning information and guides is located on a shared IE drive for ease of access regardless of being located on or off campus.

Website and iNet Updates

- With the upcoming retirement of the Intranet, IE is moving public facing information from the IE Portal to the IE page on the CGTC website. The request for changes has been submitted to Marketing.
- IT is working to archive old systems from the Intranet. The archives will be saved in the “Archived from Intranet” on the IE shares drive.
- IT is working to build a new menu system and folder structure for IE content migrated from the Intranet. The hope is to have the new IE menu ready by July. More information to come.
- The Programmatic Accreditation Tracking System has been completed by IT. Final checks and training resources are being developed.

Grants

- Perkins – submitted all required documents for Perkins V funding eligibility; FY2021 funding allocation is estimated at \$580,829.
- Submitted institutional applications for CARES Act funding
 - Student Funds (formula) –\$2,550,144 for direct student distribution
 - Institutional Funds (formula) –\$2,550,144 for transition to online learning
 - Minority Serving Institution (formula) - \$335,644 for operations
- RSI Grant –Academic Affairs has approved the addition of ENGT 2500 to the curriculum and implemented a partnership with Gilmer Warehouse and Logistics, to offer up to 6 paid Engineering Internships this summer (June 8 – July 29) for up to 6 Engineering students. Information about the opportunity has been distributed to over 75 engineering students enrolled in AY2020.
- Susan Harwood Grant – Economic Development is exploring how to offer the OSHA safety training via distance education while obtaining all required signatures from training participants.
- Veterans Business Outreach Center (VBOC) received funding from SBA in the amount of \$475,000 for Year 3 (2020-2021) for 3 full-time positions, supplies, and travel.
- The quarterly report (Jan-Mar) for the Commercial Motor Vehicle Operator Safety Training (CMVOST) grant was submitted on time, documenting eight military-affiliated students enrolled in grant-funded commercial truck driving courses and two graduated. Five additional students are registered for CTDL 1010 in the summer semester.
- The annual report for the Rural Utilities Service Distance Learning and Telemedicine (RUS DLT) grant was submitted on time, documenting installation of \$136,500 in grant-funded equipment and successful launch of telepresence STEM instruction to 75 dual-enrolled students at Jones County High School, as well as 22 students participating in tele-tutoring.
- Monthly reports for the TwoGen Innovation Grant (TGIG) funded by the Georgia Department of Early Care and Learning (DECAL) have documented progress on the Macon campus playground visibility project with completion projected in June.

Unit Reports

- All students on Academic Suspension receiving a registration override for Summer semester will be automatically alerted for one-on-one contact and support through the TEAMS Outreach Center.
- TEAMS staff are identifying all students alerted during Spring (500+) who have not registered for Summer or Fall to contact and offer registration assistance.
- REACH Mentors are contacting participants to offer registration assistance for Summer or Fall. They are also collecting information from students unwilling to reenroll Summer to conduct future follow-ups and recruit REACH students back to CGTC in future terms for completion.
- TEAMS received \$1,000 grant award from Macon-Bibb CBDG to provide additional support to students residing in Bibb County.

Evaluation

- Adult Education Division is reviewing questions for a modified Student Opinion Survey to include some of the usual questions and some from the COVID-19 Campus Climate Survey.

Professional Development

- Program Curriculum Review – Finalizing reviews for the following programs and relocating each to the new planning site:
 1. Machine Tool
 2. Electronics Technology
 3. Dental Assisting
 4. Radiology (WR and M combined)
 5. Paramedicine
 6. Medical Assisting
 7. Commercial Truck Driving
 8. Logistics Management
 9. Nursing LPN
 10. Cardiovascular and Echocardiography (combined)
 11. Industrial Systems Technology
 12. Computer Information Systems
 13. Clinical Lab Technology
 14. Criminal Justice
 15. Welding
 16. Orthopedic Technology

Program Reviews Scheduled to begin May 21, 2020:

17. Automotive -- needs SLC, syllabi, interview
18. Hemodialysis -- needs SLC, syllabi, interview
19. Carpentry/Cabinetmaking -- needs SLC, syllabi, interview
20. Pharmacy Technology -- needs interview info
21. Barbering -- needs SLC and syllabi
22. Business Technology -- needs SLC and syllabi
23. Engineering -- needs SLC and syllabi
24. Surgery Technology -- needs SLC

- Annual Professional Development Day was delivered via Webex general and concurrent sessions. Topics presented included: Annual Operational Planning Updates; Student Learning Outcome Plan Development and Completion; Student Affairs and Academic Affairs Updates; Quality Enhancement Plan updates; Tutoring and Library Services; CRAAP Test: How to Recognize Fake news and various other concurrent sessions were presented.
- Various on-going professional development sessions were provided over Webex where approximately 161 personnel participated.

DFCS SNAP E&T Career Connections and Transition

The SNAP E&T contract for a third year is being negotiated by the College IE admin, TCSG and DFCS staff. Funding for personnel and operations is expected to remain the same as the prior year at \$149,334.62. Outcomes from January 22, 2020 to May 11, 2020 are provided below.

Outreach/Recruitment:

- CCT/SNAP Presentations
 - Classrooms: Commercial Truck Driving, GED, Cosmetology, Learning Support, General Education
 - One-on-One with Project Manager (WR/Macon/Milledgeville)
- Disseminated CCT/SNAP Information via:
 - Emails (Students, Staff/Faculty/External Partners)
 - Webex and Flipgrid
 - All CGTC students (mass email sent out via Marketing Dept)
 - Campus postings (FA/Admissions/ASC/Libraries/Yard Signs/Elevators)

DFCS Referrals - 0

Reverse Referrals: 24

Enrolled during this period: 4

Career Connections and Transition Wrap-a-Round Service Referrals:

FA - 1

Special Pops - 1

Adult Ed - 1

Breaking Barriers Sessions: 4

Disseminated "Connect and Share" Information:

- Student Success Guide
- Double Your Food Dollars (Local Farmers Markets)
- TEAMS Self-Alert Instructions
- ASC Tutoring Information
- Healthy Living & Nutrition Tips/Inspirational Quotes
- COVID-19 Updates