

Central Georgia Technical College

Local Board of Directors Meeting

AGENDA

Wednesday, September 4, 2019

A Building Board Room, Macon Campus

10:30 a.m. – 12:00 p.m.

Call to Order

Mr. David Danzie

Invocation and Pledge of Allegiance

Approval of Minutes

Mr. David Danzie

Division Reports

- Academic Affairs
- Administrative Services
- Adult Education
- Economic Development
- Executive Vice President
 - Facilities
 - VECTR Center
- Institutional Advancement
- Institutional Effectiveness
- Satellite Operations
- Student Affairs

Dr. Amy Holloway

Dr. Michelle Siniard

Ms. Brenda Brown

Ms. Andrea Griner

Mr. Jimmy Faircloth

Col. (Ret.) Patricia Ross

Ms. Tonya McClure

Ms. Deborah Burks

Ms. Dana Davis

Dr. Craig Jackson

President's Report

Dr. Ivan Allen

Old Business

Mr. David Danzie

New Business

Mr. David Danzie

Adjourn

Central Georgia Technical College Board of Directors
Local Board Meeting
Wednesday, August 7, 2019
10:30 a.m. – 12:00 p.m.
Sonny Watson Health Sciences Building – Warner Robins Campus

In Attendance

Allen, Ivan	Hutto, Rick
Bailey, Karen	Jackson, Craig
Brown, Brenda	Jennings, Manse
Burks, Deborah	Keadle, Gina (electronic)
Buzzell, Marsha	Kelly, Janet
Carpenter, Danny	McClure, Tonya
Couch, Mike	Ross, Patricia
Danzie, David	Scruggs, Jeff
Davis, Dana	Siniard, Michelle
Dominy, Carol	Steele, Danielle
Faircloth, Jimmy	Williams, Avis
Griner, Andrea	Wilson, Eric
Holloway, Amy	

I. Call to Order

Mr. Danny Carpenter called the meeting to order at 10:31 a.m.

II. Invocation & Pledge of Allegiance

Mr. Mike Couch led the invocation, and Ms. Karen Bailey led the Pledge of Allegiance.

III. Approval of Minutes

The June meeting minutes were approved.

IV. New Business

Dr. Amy Holloway presented four action items for approval. The programs requested included nine programs for GA Department of Corrections, the VECTR Center, and the Peach County WDC. The Board unanimously agreed to approve all programs.

Dr. Holloway reported that CGTC has signed articulation agreements for the new AS in General Studies with Gordon State College and Georgia Southwestern University. Similar agreements are being finalized with Mercer University and Wesleyan College.

V. President's Report

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

VI. Meeting Adjourned

The Board of Directors meeting was adjourned at 11:41 a.m.

Academic Affairs Update

CGTC Board of Directors Meeting

Report Date: August 28, 2019

Meeting Date: September 4, 2019

Prepared By: Dr. Amy Holloway, Vice President for Academic Affairs

Aviation Maintenance Technology

AVMT successfully moved its operation, achieved FAA certification, and started classes fall semester at the new Central Georgia Aerospace Training and Sustainment Center at the Middle Georgia Regional Airport (MGRA). The move included transporting an airplane from the Warner Robins campus to the MGRA.



Cardiovascular Technology

The Cardiovascular Technology program is working on reaccreditation through the Joint Review Committee on Education for Cardiovascular Technology. The submission deadline is January 1, 2020 with a site visit scheduled after submission of the report.

Nursing

Graduates from the second cohort of CGTC's ASN program posted an 83.3% first time pass rate on the NCLEX licensure exam, exceeding the 80% benchmark required for the Georgia Board of Nursing and for ACEN program accreditation. Twenty-seven of the 30 graduates have passed the exam.

Physical Therapist Assistant

The PTA advisory committee held a welcoming breakfast for CGTC's first cohort of 14 Physical Therapy Assistant students. CGTC students skyped with Mercer Doctor of Physical Therapy Student, Nathan Vassey (American Physical Therapy Association Core Ambassador) who virtually presented on the core values of the profession and the organizational structure of the American Physical Therapy Association as well as the benefits of professional membership.

Criminal Justice Technology and Paralegal Studies

Criminal Justice and Paralegal Studies scheduled an Opportunities in Criminal Justice event on August 30 for students. The guest speaker will be Bibb County Superior Court Judge Howard Z. Simms.

PROGRAM TERMINATIONS

PERTINENT FACTS:

We request the following programs be inactivated effective 202014. No new students will be admitted and a teach-out plan will be developed for the remaining students. CGTC will continue to offer TCCs in Drafting, which will be restructured with Engineering Technology.

<u>Major Code</u>	<u>Program Name</u>
DT13	Drafting Technology Associate Degree
DT12	Drafting Technology Diploma

RECOMMENDATION:

That the above programs of study be referred to the State Board of the Technical College System of Georgia for inactivation.

NEW PROGRAM REQUEST

HOSPITALITY CUSTOMER SERVICE SPECIALIST

Proposed Date of Implementation: Spring Semester 202014

Location: DOC, other locations as needed

Program Description: The Hospitality Customer Service Specialist technical certificate of credit is specifically designed to address the point of contact between hospitality customers and employees in the area of communications and customer service. Emphasis is placed on business etiquette, business communication, and providing superior service in a variety of hospitality settings.

Statement of Need for Program in the Service Area: Employment of customer service is expected to grow by about 18 percent over the 2008-18 period, faster than the average for all occupations. Providing quality customer service is important to nearly every company in the economy. Companies are expected to place increasing emphasis on customer relationships, resulting in increased demand for customer service jobs.

Program Curriculum

HOSPITALITY CUSTOMER SERVICE SPECIALIST TCC			
BCST	1000	Interpersonal Development	2
OR			
EMPL	1000	Interpersonal Relations & Professional Development	(2)
HOSP	1301	Hospitality Industry Environment	2
HOSP	1321	Customer Service Skills	2
HOSP	1361	Technology of Services <i>*students may substitute BCST 1010 or COMP 1000</i>	2
MINIMUM TOTAL			8

Admission Requirements:

Minimum Test Scores: Placement scores in accordance with TCSG standards

Central Georgia Technical College
FY 2019 YTD Analysis
as of August 31, 2019

		Annual Budget	Current Year Revenue	Current Year Receivables	Current Year Expenditures	Net Amount
01932	State Appropriation	24,692,446	4,115,407		3,790,906	324,501
01938	Adult Ed State Funds	1,015,000	169,166		150,629	18,537
18000	CMVOST - CDL Grant	123,690	0	6,345	6,345	0
19100	RSI - Student Success	542,016	190,963		190,963	0
2420A	Federal Work Study Funds	293,386	15,094	16,690	31,784	0
24999	OSHA Susan Harwood Grant	70,000	8,492	10,958	19,450	0
2620A	Adult Ed Federal Funds	1,324,000	110,426		236,425	(125,999)
26991	VBOC Grant	252,070	21,700	26,199	47,899	0
30140	SNAP	149,335	11,430	5,597	17,027	0
3240A	FY20 Carl Perkins	1,502,028	159,317	141,905	301,222	0
35315	CCampus Grant	127,984		2,925	2,925	0
3549A	FY20 WIOA Adult	239,250		34,561	34,561	0
3549D	FY20 WIOA Dislocated Worker	195,750		8,624	8,624	0
3549V	FY20 WIOA Vet	779,615	111,922		111,922	0
3549Y	FY20 WIOA Youth	485,000	1,160	34,114	35,274	0
36201	ECLC Quality Rated Grant	140,000	10,835			10,835
38190	GA Gear Up	5,000		917	917	0
48001	Lumina Foundation Grant					0
55002	Live Work - Cosmetology	19,000	3,117		3,949	(832)
55004	Live Work - Auto Tech	18,000	1,371		864	507
55011	Live Work - Child Dev Ctr	250,000	40,982		73,027	(32,045)
55024	Live Work - Dental Hygiene	42,000	4,771		13,825	(9,054)
55029	Live Work - Diesel Mechanic	1,000			36	(36)
60001	Tuition	15,649,134	7,234,052		3,119,797	4,114,255
60005	GED Testing	65,000	9,661		25,685	(16,024)
60015	Miscellaneous	1,000,000	41,868		25,924	15,944
60030	Testing Center	90,000	13,727		2,220	11,507
60133	Misc Income Registration Fees	910,000	331,500		41,727	289,773
60134	Misc Income Application Fees	70,000	20,575			20,575
60135	Student Technology Fee	1,575,000	580,125		198,889	381,236
60136	Misc Student Fees	1,000,000	505,827		38,716	467,111
61001	Continuing Education	250,000	22,328		58,699	(36,371)
61003	Business & Industry General	865,000	255,034		139,038	115,996
61125	DAU	258,500	26,673	22,372		49,045
61127	CLCP	16,000	2,830		2,830	0
61143	FAA	55,000	8,600		3,666	4,934
61158	CDL Testing	8,500	1,500			1,500
61161	American Heart CTC	40,000	6,132		3,400	2,732
61272	GDC Occupational Skills	1,941,103	273,242		227,547	45,695
61295	EOC Head Start	60,000	10,292		11,585	(1,293)
61335	A/E Miscellaneous				102,198	(102,198)
61337	Jones County A/L	20,000				0
62007	Concession Sales	105,000	5,860		7,059	(1,199)
90112	FY20 GA Dept of Corrections	100,000				0
90360	Child & Adult Care Food Prog	35,000	5,905		9,154	(3,249)
90370	Two Gen Innovation Grant	20,138	1,505		96	1,409
90391	Bright from Start PreK Funds	300,578	28,734		61,154	(32,420)
94358	DJJ Grant	219,381	24,592		13,583	11,009
95336	VECTR Equipment Bond	400,000				0
95348	FY2019 MRR Bond	355,031	36,013		36,013	0
95357	FY2020 MRR Bond	531,713				0
95358	FY2020 Equipment Refresh	573,225	270,802		270,802	0
96220	FY20 DHS/DFCS Training Grant	170,000	19,325	4,133	23,458	0
Grand Total		58,949,873	14,712,855	315,340	9,501,814	5,526,381

Net to Date	5,526,381
Prior Year Carry-over	1,095,781
<i>Net Income, including Prior Yr Carry-over</i>	<u><u>6,622,162</u></u>

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

		FY2019			FY2020			FY20 vs. FY19
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	3,841,531	3,742,059	99,472	4,115,407	3,790,906	324,501	225,029
01938	Adult Ed State Funds	169,233	147,719	21,514	169,166	150,629	18,537	(2,977)
18000	CMVOST - CDL Grant	-	-	0	6,345	6,345	0	0
19100	RSI - Student Success	60,020	60,020	0	190,963	190,963	0	0
22015	First in the World Grant	91,253	91,253	0	-	-	0	0
23016	DoD OEA Grant	28,288	28,288	0	-	-	0	0
2420A	Federal Work Study Funds	34,432	34,432	0	31,784	31,784	0	0
24999	OSHA Susan Harwood Grant	-	-	0	19,450	19,450	0	0
2620A	Adult Ed Federal Funds	192,916	339,116	(146,200)	110,426	236,425	(125,999)	20,201
26991	VBOC Grant	25,263	25,263	0	47,899	47,899	0	0
30140	SNAP	20,540	20,540	0	17,027	17,027	0	0
3240A	Carl Perkins	197,565	197,565	0	301,222	301,222	0	0
35315	CCampus Grant	-	-	0	2,925	2,925	0	0
3549A	FY20 WIOA Adult	21,554	21,554	0	34,561	34,561	0	0
3549D	FY20 WIOA Dislocated Worker	9,997	9,997	0	8,624	8,624	0	0
3549V	FY20 WIOA Vet	-	-	0	111,922	111,922	0	0
3549Y	FY20 WIOA Youth	46,149	46,149	0	35,274	35,274	0	0
36201	ECLC Quality Rated Grant	5,070	-	5,070	10,835	-	10,835	5,765
38190	GA Gear Up	-	-	0	917	917	0	0
48001	Lumina Foundation Grant	-	-	0	-	-	0	0
55002	Live Work - Cosmetology	2,831	8,087	(5,256)	3,117	3,949	(832)	4,424
55004	Live Work - Auto Tech	1,977	61	1,916	1,371	864	507	(1,409)
55011	Live Work - Child Dev Ctr	44,949	59,701	(14,752)	40,982	73,027	(32,045)	(17,293)
55024	Live Work - Dental Hygiene	4,730	6,839	(2,109)	4,771	13,825	(9,054)	(6,945)
55029	Live Work - Diesel Mechanic	-	-	0	-	36	(36)	(36)
60001	Tuition	4,634,972	3,085,689	1,549,283	7,234,052	3,119,797	4,114,255	2,564,972
60005	GED Testing	8,111	31,430	(23,319)	9,661	25,685	(16,024)	7,295
60015	Miscellaneous	118,178	9,370	108,808	41,868	25,924	15,944	(92,864)
60030	Testing Center	22,331	3,836	18,495	13,727	2,220	11,507	(6,988)
60133	Misc Income Registration Fees	309,240	51,982	257,258	331,500	41,727	289,773	32,515
60134	Misc Income Application Fees	20,275	-	20,275	20,575	-	20,575	300
60135	Student Technology Fee	521,813	198,286	323,527	580,125	198,889	381,236	57,709
60136	Misc Student Fees	459,918	29,802	430,116	505,827	38,716	467,111	36,995
61001	Continuing Education	22,634	50,174	(27,540)	22,328	58,699	(36,371)	(8,831)
61003	Business & Industry General	111,705	117,479	(5,774)	255,034	139,038	115,996	121,770
61125	DAU	21,463	-	21,463	49,045	-	49,045	27,582
61127	CLCP	2,739	2,739	0	2,830	2,830	0	0
61143	FAA	7,176	3,546	3,630	8,600	3,666	4,934	1,304
61158	CDL Testing	1,100	-	1,100	1,500	-	1,500	400
61161	American Heart CTC	11,081	4,389	6,692	6,132	3,400	2,732	(3,960)
61272	GDC Occupational Skills	255,776	260,630	(4,854)	273,242	227,547	45,695	50,549
61295	EOC Head Start	10,292	-	10,292	10,292	11,585	(1,293)	(11,585)
61335	A/E Miscellaneous	-	-	0	-	102,198	(102,198)	(102,198)
61337	Jones County A/L	20,000	-	20,000	-	-	0	(20,000)
62007	Concession Sales	11,421	13,636	(2,215)	5,860	7,059	(1,199)	1,016
90112	Ga Dept of Corrections Testing	-	-	0	-	-	0	0
90360	Child & Adult Care Food Prog	8,106	6,746	1,360	5,905	9,154	(3,249)	(4,609)
90370	Two Gen Innovation Grant	-	-	0	1,505	96	1,409	1,409
90391	Bright from Start PreK Funds	47,359	46,571	788	28,734	61,154	(32,420)	(33,208)
92999	State General Funds	-	-	0	-	-	0	0
94358	DJJ Grant	26,052	14,442	11,610	24,592	13,583	11,009	(601)
95342	FY2018 MRR Bond	39,337	39,337	0	-	-	0	0
95343	FY2018 Equipment Bond	21,450	21,450	0	-	-	0	0
95348	FY2019 MRR Bond	-	-	0	36,013	36,013	0	0
95358	FY2020 Equipment Refresh	-	-	0	270,802	270,802	0	0
96220	DHS/DFCS Training Grant	17,915	17,915	0	23,458	23,458	0	0
Grand Total		11,528,742	8,848,092	2,680,650	15,028,195	9,501,814	5,526,381	2,845,731

Net to Date	2,680,650	5,526,381	
Prior Year Carry-over	984,554	1,095,781	
Net Income, including PY Carry-over	<u>3,665,204</u>	<u>6,622,162</u>	<u>2,956,958</u>



Adult Education Update

CGTC Board of Directors Meeting

Report Date: August 29, 2019

Meeting Date: September 4, 2019

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	874	32,928	144	16%	86
FY20	783	29,549	126	16%	70

*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	76	3,334	12	16%
ABE2 Beginning Basic Education	344	13,294	56	16%
ABE3 Intermediate Low	202	7,023	39	19%
ABE4 Intermediate High	41	1,264	3	7%
ASE1 Low	0	0	0	0%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	20	997	8	40%
ESL2 Low Beginning	31	1,239	3	10%
ESL3 High Beginning	29	997	2	7%
ESL4 Intermediate Low	14	624	2	14%
ESL5 Intermediate High	16	461	0	0%
ESL6 Advanced	10	317	1	10%
TOTAL	783	29,549	126	16%

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

- Accelerated Opportunity Program

- 28 students enrolled
- BB&T Workforce Investment Program
 - 4 students completed
 - 12 certifications earned
- Youth Success Academy
 - 182 Approved Out of School Youth Students
 - 10 Work Experience Participants
 - 6 Enrolled in CGTC credit class

Information Items:

- August 12-30 FY20 Cohort 1 BB&T Workforce Investment Program Integrated Education and Training (IET), Elberta Road Campus
- August 20-21 IET/SSLO Technical Assistance Workshops, Milledgeville Campus
- August 29 2019 Workforce Summit, Greater Macon Chamber of Commerce, Goodwill Industries of Middle Georgia, Inc. Macon, GA

Upcoming Events:

- September 8-10 Southeastern Employment and Training Association (SETA) Conference, Hyatt Regency Savannah
- September 12 Instructional Activities & Learning Assessments Workshop, CGTC Milledgeville
- October 26 Georgia TESOL, Gwinnett, GA



Economic Development Update

CGTC Board of Directors Meeting

Report Date: August 27, 2019

Meeting Date: September 4, 2019

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
Beasley Flooring Products, Inc.	Microsoft Excel Basic	3	7 hours	7/31
Plant Scherer Georgia Power	Microsoft Excel Basic	6	7 hours	7/31
Graphic Packaging International - Macon	Microsoft Excel Basic	2	7 hours	7/31
Irving Consumer Products	Microsoft Excel Basic	1	7 hours	7/31
DAU	Various Courses	233	Varies	8/1 – 8/30
WR-ALC	General Maintenance Procedures	5	32 hours	8/1 – 8/6
Burruss Correctional	Social Intelligence	3	8 hours	8/5
WR-ALC	Depot Work Methods & Standards	12	80 hours	8/5 – 8/16
Burruss Correctional	Entrepreneurship	2	8 hours	8/6
WR-ALC	Production Environment Readiness	25	43 hours	8/8 – 8/15
WR-ALC	Operations Management 101B	30	32 hours	8/9 – 8/12
Graphic Packaging	Forklift Training	6	8 hours	8/15
WR-ALC	General Maintenance Procedures	10	32 hours	8/16 – 8/20
U.S. Army	FAA A&P Preparation Course	2	50 hours	8/17 – 8/23
Pratt & Whitney	FAA A&P Preparation Course (Powerplant only)	1	32 hours	8/17 – 8/23
Burruss Correctional	Emotional Intelligence	3	8 hours	8/19
WR-ALC	Depot Work Methods & Standards	10	80 hours	8/19 – 8/30
Burruss Correctional	Emotional Intelligence	3	8 hours	8/20
Atrium Navicent Health Supply Chain	Forklift Re-certification	6	4 hours	8/21
WR-ALC	Production Environment Readiness	24	43 hours	8/22 – 8/29
Premier Staffing	Forklift Training	1	8 hours	8/27
Construction Specialties	Forklift Training	1	8 hours	8/27
WR-ALC	Operations Management 101B	30	32 hours	8/27 – 8/30
WR-ALC	General Maintenance Procedures	10	32 hours	8/30 – 9/3

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Microsoft Excel Basic	2	7 hours	7/31
Drivers Education	17	36 hours	8/1 – 8/30
Driver Training (Drive Only)	11	6 hours	8/1 – 8/30
Professional Testing	52	31.5	8/1 – 8/30
Forklift Training	3	8 hours	8/15
FAA A&P Preparation Course	1	50 hours	8/17 – 8/23
Certified Ethical Hacker	4	40 hours	8/19 – 8/23
Forklift Training	7	8 hours	8/27

Susan Hardwood Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
Forklift Safety	4	7.5 hours	8/13
Forklift – Milspec	8	7.5 hours	8/20
Requirements in OSHA Standards	9	7.5 hours	8/21
Forklift – Milspec	8	7.5 hours	8/22
Requirements in OSHA Standards	9	7.5 hours	8/28
Forklift	9	7.5 hours	8/29

BB&T Workforce Investment Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
OSHA 10-hour for General Industry	4	10	8/14 – 8/15
AHA First Aid/CPR/AED	4	8	8/22
Forklift Safety	4	8	8/29

Industry Outreach:

- WR-ALC - RAFB
- HSM Solutions – Peach County
- CEMEX – Houston County
- Manufacturing Fundamentals Program Review – Pactiv, Steel Services Inc., First Quality, Tractor Supply, Tyson, GIGA Inc., Volumatic
- First Quality – Bibb County
- Riverbend Correctional Facility – Baldwin County
- Hollingsworth & Vose – Pulaski County
- YKK – Bibb County

Community Outreach:

- Business After Hours – Bibb County and Robins Region Chambers of Commerce
- Career Women's Network Lunch
- Greater Macon Chamber of Commerce – Business After Hours
- Society of Human Resources Managers Meeting
- Georgia Chamber of Commerce Congressional Luncheon
- Twiggs County Leadership – Planning Retreat
- Workforce Innovation Pipeline Workshop
- Perry Area Chamber of Commerce – Legislative Appreciation Reception
- Houston County Career Academy Board of Directors Meeting
- Greater Macon Chamber of Commerce – Workforce Summit

Facilities:

- **Over 1773 visitors utilized facilities at the Warner Robins** campus during the month of August including Middle GA RESA, Grove Church, Robins Regional Chamber, Georgia Department of Corrections, HCBOE, Houston County Development Authority, Houston County Cotillion, Rainbow House, Alpha Kappa Alpha Sorority, and Delta Sigma Theta Sorority.
- **Over 1070 visitors utilized facilities at the Macon** campus during the month of August including Middle GA RESA, Interfor Corporation, Irving Consumer Products, Middle Georgia Community Action Agency, Armstrong World Industries, Georgia Collegiate Athletic Association, Department of Revenue, Department of Labor, Georgia Medical Instrumentation Society, Georgia Society of CPAs, Orange Duffle Bag/GEAR UP GEORGIA, Communities in Schools of Georgia, Work-Based Learning State Executive Board, Macon-Bibb County Fire Department, Governor's Office of Student Achievement, and Kemper Insurance.
- **Over 240 visitors utilized the facilities at the Milledgeville** campus during the month of August including Ag GA Farm Credit, Baldwin County Emergency Management Agency, Communities in Schools, Department of Behavioral Health and Developmental Disabilities, Georgia Department of Corrections, Georgia Department of Juvenile Justice, Macon Coliseum Health System, and Technical College System of Georgia.

Facilities and Ancillary Services Update

Report Date: September 3, 2019

Meeting Date: September 4, 2019

Prepared By: Mr. Jimmy Faircloth, Assistant Vice President for Ancillary Services

Police/Security

Attached is the Police/Security contacts chart.

Construction Projects

TCSG 351 VECTR Industrial Lab Expansion:

Construction of two industrial labs attached to existing VECTR building on east end (north building) and one classroom/lab/office building adjacent to the Commercial Truck Driving pad (south building). Approximately 11,000 sq. ft. both buildings. Construction started June 21, 2019. Material Completion projected to be November 26, 2019, with Substantial Completion December 26, 2019.

Construction Budget:	\$3,004,000
Furniture, Fixtures and Equipment:	\$450,000
Commissioning Agent:	\$47,552
Special Inspections/CMT:	\$29,701
Total:	\$3,531,253

Site work ongoing, footers poured, foundation pads poured week of July 29, 2019. Construction is on schedule and within budget.

Maintenance, Repairs & Renovations update

Macon Boiler replacement has been completed and functional. Project cost: \$355,600.00

Milledgeville gutters, in process of establishing a start date. Project cost: \$49,949.00

Warner Robins Cooling tower, Scheduled for December to avoid down time during hot months. Project cost: \$145,123.00 The new cooling tower was delivered to the Warner Robins campus Wednesday, 7/31/2019.

Warner Robins automotive HVAC, in process of scheduling a start date. Project cost: \$70,538.00

Card key access with emergency lock down, waiting on review by IT and Security department so final review can proceed.

Other Projects

Georgia Aviation Partnership:

Planning meetings continue with Robins Air Force Base personnel for renovations to the old Boeing building at the Macon Airport. Cost estimates for renovations in process. RAFB renovating current office space into classrooms. Currently scheduling equipment to be moved from program locations on the Warner Robins and Macon campuses. CGTC's Aircraft Maintenance Technician and Aircraft Service Technician programs will be located in a portion of this building (approximately one-quarter), with RAFB programs occupying the balance of the building. RAFB contractor has plans drawn and will be submitted to Macon/Bibb Building department within a week. Estimated construction completion is November 15, 2019.

Aircraft Maintenance Technician program has moved to the old Yulista building at the Macon Airport, with FAA certification in process. The program will be available at this location for Fall Semester start August 13, 2019.

Notes

- Assisted in moving CGTC aircraft to the Macon Airport
- April Forbes attended Georgia Association of Chiefs of Police Administrative Training
- Chief Wilbanks trained students, faculty and parents at multiple new student orientations
- Topics included: Parking, Parking Passes, Student Identification Cards, Emergency Procedures-(Fire, Bomb Threat, Active Shooter, Tornado, Evacuation, etc.) Safety, Personal Safety, How and When to Report Crimes on Campus, and an overview of our Police Department and the services we provide
- April Forbes and Mr. Faircloth attended the preliminary Teen Maze meeting
- April Forbes attended the Race for Education meeting
- All CGTC Police and affected security personnel received FAA training required for working at the airport
- CGTC suffered the loss of one of our police officers on Saturday morning, August 17th. Jill Clarice Marie Walters loved life and lived every day of it. Since being diagnosed with cancer three years ago, defying all expectations, she went on several cruises, traveled and generally just had fun. Even after she was admitted to Hospice in grave condition, weak and barely communicative, she found her second wind, left there and resumed traveling and visiting friends! Jill finally left us physically that Saturday morning but, her presence is definitely with us and always will be. As Dr. Allen told her mother, "Jill was a positive force!"
- We sent her on her way with a nice police escort of CGTC Police Officers and Bibb County Sheriff's Deputies. Jill's mother, Martha Walters, serves with us as a Security Officer at the Warner Robins Campus.
- We want to thank the Leadership Team, Dr. Allen, Jeff Scruggs, Jimmy Faircloth, Carol Dominy, Bertha Anderson, her fellow officers, the CGTC family who supported her and donated leave, and especially April Forbes, Sarita Batiste and Greg Jefcoats who tirelessly assisted Jill day and night through this transition.

<u>July 16th-August 27th</u>	Warner Robins Campus	Macon Campus	Milledgeville Campus	VECTR Center	Eatonton Center	Fort Valley Center	Hawkinsville Center	Forsyth Center	Total
Calls for Service/Emergency								No personnel at	
Calls for Service/Non-Emergency	497	295	68	230	4	47		Location during	1141
Alledged Weapon Offenses								this period.	
Alledged Sex Offenses									
Arrests									
Assist motorist/Unlock	21	11	1						33
Assist motorist/Jump	17	14							31
Assist motorist/Other	21	23							44
Traffic Stops	6	1							7
Agency Assist	1	2							3
Incident Reports	4	3							7
Miscellaneous Reports	3	2	1						6
Accident Reports	1	1							2
Injury Reports	2	1		3					6
Code of Conduct Complaint/Report	10	6	1	3					20
Checked Fire Extinguishers	78	170	56	18	12				334
Special Event Detail	21	10		1					32
Parking Tickets/Warnings	94	4	5	1					104

VECTR Update

Report Date: September 3, 2019

Meeting Date: September 4, 2019

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

Statistics: 2 Aug 16 – 30 Aug 19:

- Provided 39,292 requested services to veterans, service members/families
- Career Coaching 2,445
- Community Resources 1,603
- Education-Financing 1,424
- Testing Center 2,232
- Entrepreneurship 1,537
- Department of Labor (DOL) 705
- Education-TCSG 1,491
- Education-USG 541
- United Way - Mission United 613
- WIOA 191
- Veterans Services (VSO) 25,407
- Hosted - Hosted 18,619 more for base training/events

CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
CDL	24	8	8/13-12/6
HVAC	15	15	8/13-10/4
Welding	10	15	8/13-10/4
Certified Ethical Hacker	5	1	8/19-8/23

Robins AFB training events:

Name	Number Trained	Length of Course (Days)	Training Dates
116 Air Control Wing	40	1	8/6
52 CBCS	40	1	8/9
AFC/PK	25	1	8/9
420 th SCMS	20	5	8/12-8/16
78 ABW/SCG	20	1	8/19
Quality Office	10	1	8/19
WR-ALC/OBHA	25	2	8/20-8/21
AFLCMC/WNZ	15	2	8/22-8/23

WRALC-OB	6	1	8/23
1 st Sgt Council	20	1	8/23
461 st Operations	20	5	8/26-8/30
AFMC-OL	25	3	8/27-8/29

Workshops conducted:

Name	Organization	Number Trained	Training Dates
VA Disability Workshop	Chief Rodriguez	20	8/6
HUD/VASH	Veteran Affairs	15	8/6
Peer Discussion Group	Ronald Johnson (VA)	6	8/14,8/28
Volunteers of America	Chad Cheshire	10	8/16
Financial Literacy	Mercer Univ	25	8/20

VBOC:

Events	Location	Number Trained	Training Dates
B2B	Moody AFB	8	8/1-8/2
B2B	Ft. Benning	25	8/14-8/15
B2B	Ft. Stewart	27	8/27-8/28
B2B	Charleston AFB	22	8/27-8/28
GA SBA Roadshow	Marietta, GA	24	8/22
Reboot	Chattahoochee Technical College	13	8/30

Outreach:

Events	Location	Number Trained	Training Dates
CSP	Ft. Benning	25	8/28
CSP	Hunter AAF/ Ft. Stewart	10/90	8/7-8/8
CSP	Hunter AAF/ Ft. Stewart	25/70	8/13-8/14
CSP	Hunter AAF/ Ft. Stewart	30/80	8/27-8/29

Industry/Community Outreach:

- Returning Veterans Task Force (Alabama was present)
- Cobb County, Governor's liaison and Veteran policy advisor
- Macon Workforce Summit
- Society for Human Resource Management (Macon)
- Graphic Packaging (Manufacturing curriculum)
- FT Benning education office, career skills program visit
- VA Mental Health Summit
- KPMG veteran education brief

News: Awarded \$100,000 grant from the Arthur M. Blank foundation (not public yet) for electrical construction program equipment



Institutional Advancement Update

CGTC Board of Directors Meeting

Report Date: August 28, 2019

Meeting Date: September 4, 2019

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

Events

- *Race for Education* benefitting CGTC's Adult Education Program
 - September 7 at the Warner Robins campus
 - Sponsors and participants needed
- Athletic Booster Club Campaigns
 - Seeking corporate sponsors
 - Seatback sponsorships on sale through September 20
- TCSG Leadership Summit for Directors and Trustees
 - October 28-30 in Savannah

Special Projects

- Fall Semester Scholarship Awards - \$40,705
 - Tuition - \$27,505
 - Textbooks - \$13,200
- Large Gifts and Grants
 - Simmons Charitable Trust Fund (VECTR)
 - \$1,000 received via the Community Foundation of Central Georgia
 - Northrup Grumman (VECTR)
 - \$3,000 for transitioning military members
 - Overwatch Fund via the Arthur M. Blank Family Foundation (VECTR)
 - \$100,000 over two years for VECTR's electrical construction lab
 - Robins Financial Credit Union
 - Requesting funds for financial training center at the Warner Robins campus as well as student scholarships for related programs
- In Kind Donations
 - Vehicles – private donors
 - Equipment – Tractor Supply
 - Materials – Elliott Machine Shop
- Easlan Capital Project
 - Working with college leadership and investment company to identify options for dormitory housing on Foundation property
- Advancement/Foundation Operations
 - Facilities
 - Jones Center roof repairs underway



Institutional Effectiveness Update

CGTC Board of Directors Meeting

Report Date: August 27, 2019

Meeting Date: September 4, 2019

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

INFORMATION ITEMS

Titan Leadership Institute Board Meeting Attendees:

- Richard Marley, Economic Development; Kenya Harris, Administrative Financial Services; Ruby Hamb-Holmes, Institutional Effectiveness; and James Pierce, Student Affairs

Accreditation

SACSCOC:

- Completed the Annual Financial Profile – document supplying College level financial data based on IPEDS Finance Survey results to determine dues category
- Secured letters attesting to the inclusion of occupational programs under the College's existing accreditation status to assist with updating the College's Financial Aid E-app report
- Distributed timeline for reaffirmation mid-term report reminder – Fifth Year Interim Report (includes QEP Impact Report) due September 2021
- Submitted notifications for Department of Corrections sites and programs offered and received acceptance letters

Programmatic:

- Cardiovascular Technology (JRC-CVT) – assisting with Self Study Report formulation
- Radiology Technology (JRCERT) – assisting with preparations for the Self Study Report
- Nursing (ACEN) – assisted with preparing additional Information for Board of Commissioners Review
- Paramedicine (CoAEMSP) – assisted with response to site visit findings
- Surgical Technology (ARC/STSA) – assisted in the development and review of the Interim Program Director Follow-up response

Annual Planning

100% of new Program Chairs have completed training on Operational Planning and Student Learning Outcomes

41% of Planning Units have completed refresher training since June 2019

61% of Planning Units have established Operational Planning goals for FY2020

47% of Program Chairs have established Student Learning Outcomes for FY2020

Grants

WIOA (Workforce Innovation and Opportunity Act):

- Combined the Veterans Transition Grant funds with the current 2019-2020 Adult/Dislocated Worker/Youth contract (effective October 2019)
- Secured amended contract for Adult/Dislocated Worker/Youth increasing indirect cost and personnel costs
- Assisted with monitoring WIOA activities under three existing contracts

Carl D. Perkins:

- Assisting TCSG staff with State level needs assessment meetings to devise a State Perkins Plan
- Assisting TCSG staff with internal train the trainer sessions for Colleges
- Submitted a Perkins New Personnel Form to hire a Perkins funded TEAMS Outreach Center Associate to assist the TEAMS Student Navigator with student support operations

Hosted Monitoring Visit for the following:

- Susan Harwood Training Grant on August 16
- Commercial Motor Vehicle Operator Safety Training (CMVOST) on August 20

RSI (PBI Competitive) Grant: Dept. of Education

- Received notification of funding for 2019-2020 (Year 5 of the performance period) \$596,148
- Student field trip conducted Summer Semester to Fort Valley State University to tour Engineering Dept. and learn information about CGTC-FVSU articulation agreement

CCAMPIS (Child Care Access Means Parents in School) Grant: Dept. of Education

- Received notification of funding for 2019-2020 (Year 2 of the performance period) \$127,984
- Achieved Year 1 goal of serving over 30 student-parents
- Expanded student-parent eligibility for discounted childcare tuition from "101%-150% of federal poverty line" to "51%-150% of the federal poverty line"

Student Success

TEAMS Outreach Center:

Hosted College Resource Fair events on all three campuses Aug 20 – 23, 2019

- Attended by nearly 350 students
- Connected students to CGTC resources including Special Populations, Academic Success Center, Library, ALFAA Advising, SNAP, Career Services, REACH, Counseling, Foundation (scholarships), VECTR, and more.

R.E.A.C.H. (Raising Expectations of Achievement) Student Organization:

- Piloted REACH sessions via Telepresence between Warner Robins and Milledgeville campuses to increase access to guest speakers during Summer Semester
- Student field trip conducted Summer Semester to the APEX Museum and Fernbank Museum
- 32 Unduplicated Students attended R.E.ACH activities during Summer Semester, including 10 male students of color (targeted population)
 - 90% of the males of color reenrolled for Fall Semester
 - 88% of classes attempted were passed by the males of color
 - The average GPA was increased from 2.82 to 2.9 for males of color

Professional Development/Special Projects

Quality Enhancement Plan (QEP) Update:

The impetus for the Quality Enhancement Plan is the development and implementation of the ALFAA Advisement sheet as a comprehensive advisement plan for students. One area tracked has been usage; the percentage of total enrolled students advised via the ALFAA Advisement sheet:

- 14,582 total unique students advised using the ALFAA process since Fall 2015
- Percentage of usage for this recent Summer term (201916) was 31%
- The previous Spring and Fall were 43% and 41%, respectively

When observing usage by the Annual Year, the percentage of students utilizing ALFAA has increased:

- AY2016, 32%
- AY2017, 41%
- AY2018, 48%
- AY2019, 52%

In the first seven days of this current Fall term (202012), 846 students were ALFAA advised.

The Quality Enhancement Plan is also assessed based on specific student learning outcomes (SLO).

- **1a:** *"Students will be able to devise and use an academic plan which promotes program completion"*, 3.8% of students could access DegreeWorks independently.
 - Continues upward trend: 2.4% and 2.7% in AY 2017 and AY2018, respectively
- **1b:** *"Students will utilize academic support resources for successful course completion"*, 15% usage rate of students in the Academic Success Centers
- **1c:** *"Students will utilize student support services which enhance their educational goals"*, 46% self-reported financial and/or career services usage
- **2a:** *"Students will be able to demonstrate knowledge in using college resources, e.g. BannerWeb, Gateway, DegreeWorks, and student email as well as registration and withdrawal procedures"*, 89% of students completing COLL 1500 were successful.
 - Continues upward trend: 38%, 60%, 57%, 72% in previous Academic Years (2015-2018)
- **2b:** *"Students will be able to locate appropriate reference materials utilizing learning resources"*, 78% of students completing COLL 1500 were successful
 - Continues upward trend: 27%, 64%, 57%, 72% in previous Academic Years (2015-2018)
- **3a:** *"Students enrolled in COLL 1500 will be successful in their co-requisite Learning Support course"*, 79% were successful
 - Continues upward trend: 50%, 62%, 79%, 71%, in previous Academic Years (2015-2018)
- **3b:** *"Students successfully completing COLL 1500 and Learning Support/LS 0090 courses will be successful in the program-level ENGL and/or MATH"*, 71%

Achieving the Dream (ATD):

- The Achieving the Dream final report was submitted and accepted
- The report discussed goals and FY2018 outcomes associated with our Strategic Plan; placement (99.39%), licensure pass rate (83%), and retention (67.9%), graduation (78.8%), academic attainment (86%), and occupational attainment (91%)
- The report outlines successes with BlendFlex, TEAMS and Prior Learning Assessment
- The CGTC Action Research Project (CARP2019) included 38 participants and reviewed the results of ATD's Institutional Capacity Assessment Tool (reported at previous Board Meeting)

Professional Development Participation Log:

- 8,828 training hours reported by faculty and staff in AY2019
- 346 training hours provided by college staff
- 6,309 training hours provided via Intranet Slideshow

Career Connections & Transition (SNAP Grant) as of July 20, 2019 -August 25, 2019

Total Student Participants to Date: 38

- Reverse Referrals - 51 referrals were submitted to DFCS SNAP program for enrollment as participants during July – August, 2019

Outreach/Recruitment:

- Conducted CCT/SNAP Presentations on CGTC Campuses/Centers
 - Radiologic Technology Orientation (Warner Robins)
 - Practical Nursing (Multi-Campus Orientations)
 - Fall Faculty Kick-Off Meeting
 - New Student Sessions (Milledgeville/Putnam)
- Disseminated CCT/SNAP Information
 - Titan Thunder Welcome Tables (Macon/Warner Robins)
 - TEAMS Resource Fair (Macon/Warner Robins/Milledgeville)
- Distributed New CCT/SNAP Outreach Signs
- Conducted four Breaking Barriers Workshops
- Carried out the first SNAP Ambassadors meeting of the term

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

- Special Pops – 2
- FA Education – 1



Satellite Operations Update

CGTC Board of Directors Meeting

Report Date: August 28, 2019

Meeting Date: September 4, 2019

Prepared By: Ms. Dana Davis, Vice President for Satellite Operations

Milledgeville Campus/Baldwin County:

- Fall semester evening Welding classes at Baldwin High School surpassed the expectations and the classes were overfilled with 14 traditional credit students and 5 Baldwin Foothills HS students.
- Dana Davis was invited to speak to the Learning in Retirement group about CGTC on August 16th. Many questions were asked about themselves, grandchildren or neighbors. The group was pleasantly surprised by the vast array of services provided by CGTC.
- Dana Davis served on the Baldwin Oak Hill Middle school REACH scholarship interview committee. Five scholarships were available. All interviewed could have benefitted from being a REACH scholar.

Hawkinsville Workforce Development Center (HWDC) and Peach County Regional Workforce Development Center (PCRWDC)

- Fall Semester 2019(202012) term: 44 credit-enrolled students for the HWDC and 18 credit-enrolled students at the PCRWDC.
- PCRWDC has built a partnership with Public Works in Fort Valley and will donate a Diesel Truck through the Foundation for a myriad of opportunities for the students at PCRWDC
- CGTC Race for Education Committee advocate for the cities of Hawkinsville and Fort Valley
- Program Manager, Career Connections & Transition for IE visited students at both satellite locations.

Putnam County Center:

- The Parental Accountability Court of the Ocmulgee Judicial Circuit is utilizing the Putnam Center on Monday nights to hold sessions for participants. PAC is a joint effort of the Georgia Department of Human Services Division of Child Support Services and Superior Court Judges to offer an alternative to incarceration and to help chronic nonpayers of child support make regular payments. The program uses community resources to address barriers that keep parents from meeting their support obligations. These participants are encouraged to enroll in adult education and college credit classes.
- CGTC participated in the Gatewood Schools Student Career Expo on August 7th. Carrie Dietrich met with students and parents to discuss dual enrollment, college credit and study abroad opportunities.
- Dana Davis and Carrie Dietrich represented CGTC at a luncheon at Putnam County High School on August 15th. Dr. Hammonds, Professor of History of African-American Studies at Harvard University, was the guest speaker. She visited PCHS to share her educational and career journey with students and community leaders.



Student Affairs Update

CGTC Board of Directors Meeting

Report Date: August 30, 2019

Meeting Date: September 4, 2019

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

Enrollment numbers for the current term are available at:

<https://inet.centralgatech.edu>

- September is Suicide Awareness Month
- September 25-27: Student Affairs Summit in Atlanta
- Cross Country kicks off on September 7, 2019; link to schedule below

<https://cgtctitans.com/sports/mxc/2019-20/schedule>

Enrollment Services Report

Admissions

- Department updates
 - Enrollment for Fall Semester Session 2 is ongoing
 - Competitive health sections for 12 fall diploma and spring degree programs have been completed.
 - Forms are currently open for spring diploma and summer degree competitive programs.
 - Fall Preview Day is Friday, November 15

Communications Center

Tickets Past 30 Days	16,834
Tickets Resolved In CC Past 90 Days	14,907 (89%)
Top 5 Departments Past 90 Days	Financial Aid: 6,432 Admissions: 2,958 Registrar: 1,900 Cashier's Office: 1,515 General Questions: 1,071

Financial Aid

- Three new associates hired and in training
- Fall student apps and verifications being processed daily
- All F/A specialists will attend GSFC training on Oct. 21

Financial Literacy

- Working to contact all students who have submitted a FAFSA for Fall semester, but are in default on a previous federal loan
 - Once contacted, the Financial Literacy office will work with these students to identify and advise of next steps for obtaining a waiver so F/A can be applied.
- Workshops will be scheduled for fall semester for students on Academic Warning; information will be presented on how to and reasons to avoid potential academic probation or suspension.

High School Initiatives

- Fall DE is at its highest ever at 2,130 and students are still being added for fall
- FY 19 total was 2,410,552 last summer
- Aircraft Structural and Industrial Systems has been added for Bibb County students
- Hutching Career Academy also hosted a signing with Perdue in Perry to establish an internship/cooperative work agreement for high school students in the industrial systems program.

Marketing and Public Relations

- Recruitment advertisement in ongoing
- The FY 19 Report to the Community is in production and scheduled to be available for publication in October
- Provided sponsorships for local and regional events

Student Communications

- Finalizing data transfer process for the Radius CRM
- Revising student application
- Performed purge list analysis and communications plan to reduce the number of students with balances or missing financial aid requirements.