

# Central Georgia Technical College

Local Board of Directors Meeting

## AGENDA

Wednesday, September 9, 2020

Georgia VECTR Center – Room 144/145

10:30 a.m. – 12:00 p.m.

Call to Order

Mr. Mike Couch

Invocation and Pledge of Allegiance

Special Presentation – GOAL/Rick Perkins Award Finalists

Approval of Minutes

Mr. Mike Couch

Division Reports

- Academic Affairs Dr. Amy Holloway
- Administrative Services Dr. Michelle Siniard
- 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
- Institutional Effectiveness Ms. Deborah Burks
- 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, August 12, 2020

10:30 a.m. – 11:00 a.m.

Robins North Facility – Room 106

***In Attendance***

Allen, Ivan  
Bailey, Karen  
Brown, Brenda  
Burks, Deborah  
Couch, Mike  
Dominy, Carol  
Griner, Andrea  
Hart, Sr., Sam  
Holloway, Amy  
Jackson, Craig  
Jennings, Manse

Kelly, Janet  
Lambert, Karen  
O’Neal, Kathy  
Redding-Andrews, Karla  
Scruggs, Jeff  
Siniard, Michelle  
Snelgrove, Brian  
Steadman, Cambri  
Steele, Danielle  
Wilson, Eric

**I. Call to Order**

*Dr. Ivan Allen called the meeting to order at 10:42 a.m.*

**II. New Business**

*Ms. Karen Bailey reported for the Nominating Committee. Mr. Mike Couch and Dr. Avis Williams were elected to serve as Chair and Vice Chair, respectively, for fiscal year 2021.*

*Mayor Eric Wilson conducted the Oath of Office for all four incoming board members: Mr. Sam Hart, Sr., Ms. Karen Lambert, Ms. Kathy O’Neal, and Ms. Karla Redding-Andrews. All four board members were approved to serve by the TCSG State Board on Thursday, August 6, 2020.*

**III. Approval of Minutes**

*The June meeting minutes were approved.*

**IV. Division Reports**

*Each presenting member of the College gave an overview of their division as well as presented their reports to the Board.*

**V. President’s Report**

*Dr. Allen provided an update on the College.*

**VI. Meeting Adjourned**

*The Board of Directors meeting was adjourned at 12:34 p.m.*



# Academic Affairs Update

## CGTC Board of Directors Meeting

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**Report Date:** August 28, 2020

**Meeting Date:** September 9, 2020

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

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### NEW PROGRAM REQUEST

#### AWS CLOUD SOLUTIONS SPECIALIST (AA91)

Technical Certificate of Credit

**Proposed Date of Implementation: Fall Semester (session 2) 202112**

**Location:** Online

**Program Description:** The AWS Cloud Solutions Specialist technical certificate provides Cloud computing skills in the Amazon Web Services Environment through hands-on practical experience and can prepare for AWS Certifications including Cloud Practitioner, Solutions Architect Associate, and Developer Associate.

**Statement of Need for Program in the Service Area:** An AWS developer is responsible for setting up, maintaining, and evolving the cloud infrastructure of web applications. AWS developers are expected to understand the core AWS services and apply best practices regarding security and scalability. Employment of computer and information technology occupations is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. These occupations are projected to add about 546,200 new jobs. Demand for these workers will stem from greater emphasis on cloud computing, the collection and storage of big data, and information security.

#### Program Curriculum

AWS CLOUD SOLUTIONS SPECIALIST TCC			
CIST	2480	AWS Cloud Foundations	4
CIST	2481	AWS Cloud Architecting	4
CIST	2482	AWS Cloud Developing	4
CIST	XXXX	Guided Cloud Elective	4
<b>TOTAL</b>			<b>16</b>

**Admission Requirements: Minimum Test Scores: Placement scores in accordance with TCSG standards**

**Central Georgia Technical College**  
**FY 2019 YTD Analysis**  
**as of August 31, 2020**

	Annual Budget	Current Year Revenue	Current Year Receivables	Current Year Expenditures	Current Year Net Amount
01932	State Appropriation	21,138,380	3,523,063	3,585,217	(62,154)
01938	Adult Ed State Funds	913,500	150,666	163,248	(12,582)
18000	CMVOST - CDL Grant	69,201	8,140	4,641	3,499
19100	RSI - Student Success	196,167	14,470	82,925	97,395
2421A	Federal Work Study Funds	298,372	14,006	16,465	30,471
24999	OSHA Susan Harwood Grant	40,347	6,891	13,759	20,650
2621A	Adult Ed Federal Funds	1,341,000	17,068	104,929	(87,861)
26991	VBOC Grant	410,331	31,726	15,187	46,913
30142	SNAP	149,335	11,115	8,113	19,228
3230B	FY21 Carl Perkins	1,580,829	161,678	50,641	212,319
35315	CCampus Grant	45,877		20,035	20,035
3550A	FY21 WIOA Adult	499,757	20,957	15,391	36,348
3550D	FY10 WIOA Dislocated Worker	446,332	32,311	1,171	33,482
3550Y	FY21 WIOA Youth	384,366	16,984	11,724	28,708
55002	Live Work - Cosmetology	19,000		2,995	(2,995)
55004	Live Work - Auto Tech	18,000	644	169	475
55011	Live Work - Child Dev Ctr	250,000	42,703	58,866	(16,163)
55024	Live Work - Dental Hygiene	42,000	1,825	3,194	(1,369)
55029	Live Work - Diesel Mechanic	1,000			0
60001	Tuition	15,649,134	1,597,255	2,799,641	3,285,817
60005	GED Testing	167,245	3,213		29,610
60015	Miscellaneous	1,000,000	23,916		3,854
60030	Testing Center	90,000	5,598		120
60133	Misc Income Registration Fees	910,000	118,896	156,247	41,378
60134	Misc Income Application Fees	70,000	100		100
60135	Student Technology Fee	1,575,000	214,269	243,617	189,243
60136	Misc Student Fees	1,000,000	209,797	257,404	42,485
61001	Continuing Education	250,000	22,158		52,924
61003	Business & Industry General	865,000	137,712		92,565
61125	DAU	260,580	21,290	21,290	
61127	CLCP	16,000	2,100		2,100
61143	FAA	40,000	7,414		3,533
61158	CDL Testing	8,500	1,800		
61161	American Heart CTC	40,000	3,176		1,571
61272	GDC Occupational Skills	1,373,158	214,877		224,979
61295	EOC Head Start	60,000	10,292		11,426
61335	A/E Miscellaneous				89,545
61337	Jones County A/L	20,000			
62007	Concession Sales	105,000	656		404
90112	FY20 GA Dept of Corrections	100,000			
90360	Child & Adult Care Food Prog	35,000	1,783	15,417	17,200
90391	Bright from Start PreK Funds	300,578	31,223		64,283
94358	DJJ Grant	240,000	34,465		
95348	FY2019 MRR Bond	89,342		31,394	31,394
95357	FY2020 MRR Bond	529,186			
95358	FY2020 Equipment Refresh	10			
96221	FY21 DHS/DFCS Training Grant	108,738	7,757	5,580	13,337
<b>Grand Total</b>	<b>52,746,265</b>	<b>6,723,994</b>	<b>3,766,002</b>	<b>8,666,576</b>	<b>1,823,420</b>

Net to Date	1,823,420
Prior Year Carry-over	3,684,024
<i>Net Income, including Prior Yr Carry-over</i>	<u>5,507,444</u>

Central Georgia Technical College  
YTD Analysis - FY2021 vs. FY 2020  
August

		FY2020			FY2021			FY19 vs. FY18
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	4,115,407	3,790,906	324,501	3,523,063	3,585,217	(62,154)	(386,655)
01938	Adult Ed State Funds	169,166	150,629	18,537	150,666	163,248	(12,582)	(31,119)
18000	CMVOST - CDL Grant	6,345	6,345	0	8,140	4,641	3,499	3,499
19100	RSI - Student Success	190,963	190,963	0	97,395	97,395	0	0
2421A	Federal Work Study Funds	31,784	31,784	0	30,471	30,471	0	0
24999	OSHA Susan Harwood Grant	19,450	19,450	0	20,650	20,650	0	0
2621A	Adult Ed Federal Funds	110,426	236,425	(125,999)	17,068	104,929	(87,861)	38,138
26991	VBOC Grant	47,899	47,899	0	46,913	46,913	0	0
30142	SNAP	17,027	17,027	0	19,228	19,228	0	0
3230B	Carl Perkins	301,222	301,222	0	212,319	212,319	0	0
35315	CCampus Grant	2,925	2,925	0	20,035	20,035	0	0
3550A	FY20 WIOA Adult	34,561	34,561	0	36,348	36,348	0	0
3550D	WIOA Dislocated Worker	8,624	8,624	0	33,482	33,482	0	0
3549V	WIOA Vet	111,922	111,922	0			0	0
3550Y	WIOA Youth	35,274	35,274	0	28,708	28,708	0	0
36201	ECLC Quality Rated Grant	10,835		10,835			0	(10,835)
55002	Live Work - Cosmetology	3,117	3,949	(832)		2,995	(2,995)	(2,163)
55004	Live Work - Auto Tech	1,371	864	507	644	169	475	(32)
55011	Live Work - Child Dev Ctr	40,982	73,027	(32,045)	42,703	58,866	(16,163)	15,882
55024	Live Work - Dental Hygiene	4,771	13,825	(9,054)	1,825	3,194	(1,369)	7,685
55029	Live Work - Diesel Mechanic		36	(36)			0	36
60001	Tuition	7,234,052	3,119,797	4,114,255	4,396,896	3,285,817	1,111,079	(3,003,176)
60005	GED Testing	9,661	25,685	(16,024)	3,213	29,610	(26,397)	(10,373)
60015	Miscellaneous	41,868	25,924	15,944	23,916	3,854	20,062	4,118
60030	Testing Center	13,727	2,220	11,507	5,598	120	5,478	(6,029)
60133	Misc Income Registration Fees	331,500	41,727	289,773	275,143	41,378	233,765	(56,008)
60134	Misc Income Application Fees	20,575		20,575	100		100	(20,475)
60135	Student Technology Fee	580,125	198,889	381,236	457,886	189,243	268,643	(112,593)
60136	Misc Student Fees	505,827	38,716	467,111	467,201	42,485	424,716	(42,395)
61001	Continuing Education	22,328	58,699	(36,371)	22,158	52,924	(30,766)	5,605
61003	Business & Industry General	255,034	139,038	115,996	137,712	92,565	45,147	(70,849)
61125	DAU	49,045		49,045	42,580		42,580	(6,465)
61127	CLCP	2,830	2,830	0	2,100	2,100	0	0
61143	FAA	8,600	3,666	4,934	7,414	3,533	3,881	(1,053)
61158	CDL Testing	1,500		1,500	1,800		1,800	300
61161	American Heart CTC	6,132	3,400	2,732	3,176	1,571	1,605	(1,127)
61272	GDC Occupational Skills	273,242	227,547	45,695	214,877	224,979	(10,102)	(55,797)
61295	EOC Head Start	10,292	11,585	(1,293)	10,292	11,426	(1,134)	159
61335	A/E Miscellaneous		102,198	(102,198)		89,545	(89,545)	12,653
61337	Jones County A/L			0			0	0
62007	Concession Sales	5,860	7,059	(1,199)	656	403	253	1,452
90112	Ga Dept of Corrections Testing			0			0	0
90360	Child & Adult Care Food Prog	5,905	9,154	(3,249)	17,200	17,200	0	3,249
90370	Two Gen Innovation Grant	1,505	96	1,409				
90391	Bright from Start PreK Funds	28,734	61,154	(32,420)	31,223	64,283	(33,060)	(640)
94358	DJJ Grant	24,592	13,583	11,009	34,465		34,465	23,456
95348	FY2019 MRR Bond	36,013	36,013	0	31,394	31,394	0	0
95357	FY2020 Equipment Refresh			0			0	0
95358	FY2020 MRR Bond	270,802	270,802	0			0	0
96220	DHS/DFCS Training Grant	23,458	23,458	0	13,337	13,337	0	0
<b>Grand Total</b>		<b>15,027,278</b>	<b>9,500,897</b>	<b>5,526,381</b>	<b>10,489,995</b>	<b>8,666,575</b>	<b>1,823,420</b>	<b>(3,701,552)</b>

Net to Date	5,526,381	1,823,420	
Prior Year Carry-over	1,095,781	3,684,024	
<i>Net Income, including PY Carry-over</i>	<u>6,622,162</u>	<u>5,507,444</u>	<u>(1,114,718)</u>



# Adult Education Update

## CGTC Board of Directors Meeting

**Report Date:** August 28, 2020

**Meeting Date:** September 9, 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
FY20	783	29,549	126	16%	70
FY21	359	8,369	21	6%	34

*\*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	21	329	2	16%
ABE2 Beginning Basic Education	124	2,382	1	16%
ABE3 Intermediate Low	105	2,259	4	19%
ABE4 Intermediate High	30	666	1	7%
ASE1 Low	4	7	0	0%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	10	258	1	40%
ESL2 Low Beginning	19	736	3	10%
ESL3 High Beginning	10	449	3	7%
ESL4 Intermediate Low	14	485	3	14%
ESL5 Intermediate High	15	576	3	0%
ESL6 Advanced	7	222	0	10%
<b>TOTAL</b>	<b>359</b>	<b>8,369</b>	<b>21</b>	<b>6%</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
  - 14 students enrolled
- Career Plus HSE
  - 8 students enrolled
- Youth Success Academy
  - 258 Approved Out of School Youth Students
  - 20 Work Experience Participants
  - 10 Enrolled in CGTC credit class
  - 4 GED® credentials earned

## AED Updates:

- Adult Education Blackboard Training and migration continues
- August 28 Recruitment Outreach Activity-Back to School Bash, Macon Campus Building K, Adult Education Co-Sponsor with WellCare
- September 9 Virtual Macon Dream Team Meeting (Macon-Bibb CLCP)
- September 1-30 Literacy Month
  - Voter registration drive (Federal Goal) during Literacy month to assist adult learners in exercising their full citizenship
  - Recruitment and retention incentive activity contest awarding learners who meet certain persistence criteria
- September 7-12 Virtual Race for Education Annual Adult Education Fundraiser
- October 16 ESL Recruitment event- Mobile Curbside Food Drive targeting potential Macon-Bibb English Language Learners, Pio Nono and Rocky Creek Road



# Economic Development Update

## CGTC Board of Directors Meeting

**Report Date:** August 31, 2020

**Meeting Date:** September 9, 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
Georgia Piedmont Technical College	Weld Qualification Testing	6	2 hours	8/1
DAU	Various Courses (online delivery)	N/A	Varies	8/1 – 8/31
Macon Water Authority	CDL	3	32 hours	8/8 – 9/5
WR-ALC	General Maintenance Procedures	4	24 hours	8/3 – 8/5
	Production Environment Readiness	12	43 hours	8/6 – 8/13
	Depot Work Methods & Standards	12	80 hours	8/17 – 8/28
	Production Environment Readiness	14	43 hours	8/20 – 8/26
Kumho Tire Georgia	Leadership Development Series	15	8 hours	8/18
RAFB Family Support Center	C.N.A. Training	7	135 hours	8/24- 12/3
Technical College System of Georgia	Re-Entry RN & LPN Training Program Curriculum Development	N/A	N/A	N/A

### Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Driver Training (drive only)	4	6 hours	8/1 – 8/31
Driver's Education (30/6)	15	36 hours	8/10 – 8/31
Forklift Safety Training	8	8 hours	8/11
Forklift Safety Training	8	8 hours	8/13
FAA A&P Preparation Course	7	56 hours	8/22 – 8/28
Professional Testing	28	Varies	8/1 – 8/31
American Sign Language (Level 1)	12	34 hours	8/25 – 10/20
TCSG Free Online Classes	224	1.5 hours	8/1 – 8/31
Ed2Go Online Classes	8	42 hours	8/1 – 8/31



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

Training Delivered	Number Trained	Length of Course	Training Dates
Forklift Safety Training	11 (3-PSI, 3-Community Enhancement Authority)	7.5 hours	8/4
Lock Out Tag Out	1	3 hours	8/6
Forklift Safety Training	3	7.5 hours	8/20

### Industry Outreach:

- Crown Candy - Bibb
- Haskell Construction – Jacksonville, FL
- Cosmo Cabinets – Putnam
- Hollingsworth & Vose – Pulaski
- Kumho Tire – Bibb
- WR-ALC – Houston

### Community Outreach:

- Mosaic Development, Inc.
- Fatherhood Program
- OneMacon Monthly Meeting
- Middle Georgia Economic Alliance (MGEA) Works Board Meeting
- City of Perry – Office of Economic Development
- Robins AFB – Spouse Academy

### Facilities:

- **Over 100 visitors utilized the facilities at the Macon** campus during the month of August including Middle Georgia RESA and Interfor.
- **Over 70 visitors utilized the facilities at the Warner Robins** campus between during the month of August including Middle Georgia RESA, American Red Cross, and the Grove Church.
- The **Milledgeville campus** hosted an American Red Cross Blood Drive on its campus August 12, 2020 and August 29, 2020 and Baldwin County Board of Education School Nutrition Managers meeting on August 13, 2020.
- Blue Bird Corporation conducted a number of onboarding and employee training events at the **Peach County Workforce Development Center**.

# Enrollment Services, Marketing, and Public Relations Update

**Report Date:** September 1, 2020

**Meeting Date:** September 9, 2020

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

## Enrollment and Registration

- For the current semester, as of September 4, 2020, the College had 8,478 gross postsecondary registrants, 2,071 HS registrants, and 130 gross Department of Corrections registrants.
- For comparison, as of September 4, 2019, the College had 8,614 gross postsecondary registrants, 2,121 gross HS registrants, and 178 gross Department of Corrections registrants.
- The College is actively recruiting new fall enrollees for Session 2 to help bridge the enrollment gap; S2 begins October 13.
- The College is still working to finalize registration for accepted DE students
- The Project Harvest: Proactive Advisement strategy is yielding results; the College is continuing to pursue regular credit students who have been advised and need to register.

## Gross Registration Day to Day comparison as of September 4

	Credit Registrants	HS Registrants	DCOR Registrants
<b>Fall 2019</b>	8614	2121	178
<b>Fall 2020</b>	8478	2071	130
	-136	-50	-48

## Admissions and Recruitment

- Enrollment processing for Fall Semester Session 2 is ongoing; Session 2 begins October 13
- The recruitment position is open; the college is seeking candidates to fill this position
- Working to develop and implement online app specifically for students enrolling in the accelerated programs the VECTR Center

## Communications Center

Tickets Past 90 Days	22,897
Tickets Resolved in CC Past 90 Days	20,518 (90%)
Top 5 Departments Past 90 Days	Financial Aid: 7,737 Admissions: 3,966 Registrar: 3,136 Cashier's Office: 2,271 General Questions: 1,578

## Financial Aid

- The FA department is working to collect documentation to submit for the upcoming A-133 audit
  - Exact dates have not been scheduled, but it will take place during this fall term
- Students are gradually getting used to Financial Aid Forms; the processing/turnaround time is shortening
- Working closely with Re-Entry Services to implement the Second Chance Pell program at three pilot sites for Fall semester

## High School Initiatives

- Fall semester dual enrollment: 2,040 students currently registered
  - This number will continue to grow as school systems continue to start and remaining Career Academy cohorts and ECON students in Houston County are registered

## Marketing and Public Relations

- Pushing marketing campaign for Fall S2
- Direct mail postcards will be sent to potential students who've expressed interest in the college
- Implemented new social media campaign to assist with fall semester enrollment
- Campus News available at [www.centralgatech.edu/campus-news](http://www.centralgatech.edu/campus-news)

### CGTC GOAL AND RPA WINNERS NAMED FINALISTS IN STATE COMPETITIONS

- <https://www.centralgatech.edu/cgtc-goal-and-rpa-winners-named-finalists-in-state-competitions>

### CGTC MACON ADULT EDUCATION SERVES COMMUNITY WITH CURBSIDE BACK-TO-SCHOOL BASH

- <https://www.centralgatech.edu/cgtc-macon-adult-education-serves-community-with-curbside-back-to-school-bash>

### CGTC WELCOMES NEW MEMBERS TO BOARD OF DIRECTORS

- <https://www.centralgatech.edu/cgtc-welcomes-new-members-to-board-of-directors>

### CGTC'S 11TH ANNUAL RACE FOR EDUCATION TO BRING RUNNERS TOGETHER ON A VIRTUAL TRACK

- <https://www.centralgatech.edu/cgtps-11th-annual-race-for-education-to-bring-runners-together-on-a-virtual-track>

## VECTR Update

**Report Date:** August 31, 2020

**Meeting Date:** September 9, 2020

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

Statistics: 2 Aug 16 – 31 August 20:

- Provided 51,081 requested services to veterans, service members/families
- Career Coaching 3,057
- Community Resources 2,050
- Education-Financing 1,832
- Testing Center 3,337
- Entrepreneurship 2,954
- Department of Labor (DOL) 867
- Education-TCSG 2,115
- Education-USG 643
- United Way - Mission United 799
- WIOA 259
- Veterans Services (VSO) 32,708
- VA Health Enrollment 56
- Other 404
- Hosted - Hosted 20,344 more for base training/events

### CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
Welding	6	15	6/1-9/25
HVAC	6	15	6/1-9-25
Electrical Construction	5	13	6/1-9/25
Industrial Systems	6	15	6/1-9/25
CDL	10	5	8/11-9/14

### VBOC:

Events	Location	Number Trained	Training Dates
Reboot	Virtual	11	8/4
Reboot	Virtual	12	8/6
Reboot	Virtual	13	8/11
B2B	SFL-TAP	6	8/11
B2B	Hunter- In Person	9	8/17
B2B	SFL-TAP	11	8/24
Reboot	Virtual	30	8/24

**Outreach:**

Events	Location	Number Trained	Training Dates
CSP- Virtual	Stewart	47	8/6
CSP- Virtual	Hunter	10	8/12
CSP-Virtual	Stewart	27	8/13
CSP-Virtual	Stewart	30	8/20
CSP-Virtual	Stewart	11	8/26

**Industry/Community Outreach:**

- VA Transition Care Management event – 100 participants throughout the day
- Partnering with Volunteers of America for the Homeless Veteran Reintegration Program
- Partner with Team River Runner (veteran kayaking group)
- Experiential learning (3 – 14 August) for:
  - Welding – Prince Precision
  - HVAC – Buzzell Plumbing, Heating and Air
  - Industrial Systems – Frito Lay
  - Electrical Construction – ACE Electric

**Other news**

- Google grant - \$175K for Industrial Systems equipment - Did not win the people's choice award
- Received the Commercial Motor Vehicle Operators Safety and Training grant - \$35,914 for tuition/fees
- Defense Economic Community Development Grant - \$60K to help train military/spouses classes schedule for fall in project management, customer service, administration and public speaking
- Submitted proposal for the Women in Apprenticeship & Nontraditional Occupations (WANTO) grant - \$584,884

# Institutional Advancement Update

## CGTC Board of Directors Meeting

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**Report Date:** August 31, 2020

**Meeting Date:** September 9, 2020

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

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### ***Events***

- Board of Trustees Strategic Planning Retreat (in-person and virtual)
  - September/October
  - Contracting with Capstone Advancement Partners
- Race for Education
  - September 7 – 11
  - Virtual format via [raceforeducation5K.itsyourrace.com](http://raceforeducation5K.itsyourrace.com)

### ***Special Projects***

- Donor Database
  - Transitioning to new software with upgraded features
    - Event planning module
    - Integrates with QuickBooks and Banner
    - Additional communication tools
    - User friendly and more cost effective
  - Transfer of data should be completed over the next several weeks
- Grant Proposals
  - Morris Bank Foundation
    - Adult Education via GED testing
  - American Honda Foundation
    - Adult Education
- Operational
  - End of year financial processes underway
  - Donor management software transition
  - Repairs at the Macon campus bookstore and the Charles H Jones Center



# Institutional Effectiveness Update

## CGTC Board of Directors Meeting

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**Report Date:** August 28, 2020

**Meeting Date:** September 9, 2020

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

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### INFORMATION ITEMS

#### Unit Reports

##### Grants

*New Award* - CMVOST (Commercial Motor Vehicle Operator Safety Training) Grant  
Dept. of Transportation

- Received notification of award for Sept 2020 – Sept 2021 \$42,252
- Provides funding for tuition and fees to support military-affiliated students enrolled in the Commercial Truck Driving program

*New Award* - Enhancing Agricultural Opportunities for Military Veterans grant  
Dept. of Agriculture \$750,000 requested (CGTC portion \$367,500) – Awaiting funding documents

- Lead applicant STAG Vets, Inc./ Comfort Farms and partner Fort Valley State University
- Intended to provide Georgia's veterans with the training required to become agricultural technicians, agribusiness entrepreneurs, and/or independent farmers
- Will provide funding for personnel, supplies, and travel

##### Perkins Grant

- Effective Fall Semester 2020, the Special Populations Lending Library, funded through the Perkins grant, is expanding support for special population students by offering textbook support for General Education (including science core) classes. To be eligible, students must be enrolled in an occupational program *and* in at least one special population category. This is in addition to supporting special population students in occupational courses. Students should be directed to:
  - Kashatriya (Kessa) Eason, Director, Special Populations, (Baldwin, Bibb, Jones, Monroe, and Putnam Counties), Macon Campus, Room J-105, p: (478) 476-5137 or [keason@centralgatech.edu](mailto:keason@centralgatech.edu)
  - Felicia Mackey, Director, Special Populations (Crawford, Dooly, Houston, Peach, Pulaski, and Twiggs Counties), Warner Robins Campus, C Building, p: (478) 218-3229 or [fmackey@centralgatech.edu](mailto:fmackey@centralgatech.edu)
- Knowledge Management is helping to develop a Special Populations report in iNet to assist with the identification of students within special population categories. Additional information to come.
- Plans to electronically document the FY2020 Perkins Transition Plan and FY2021-FY2021 Perkins Local Application are currently being developed. Additional information to come.
- The following Perkins Programs of Study were submitted by the High School Initiatives unit to TCSG as part of the Perkins Local Application requirement for FY2021-FY2024.
  - Cosmetology

- Criminal Justice
- Industrial Systems
- Nurse Aide

**RSI (Removing Barriers, Setting Benchmarks, & Improving Student Success) [PBI Competitive] Grant**  
Dept. of Education

- Received notification of funding for 2020-2021 \$596,148  
PBI grant program is extending the performance period to align the funding cycles of all discretionary grant programs authorized under Title III, Part F, Section 371 of the HEA
- An Engineering internship was piloted during Summer Semester 2020 with Gilmer Logistics; internship opportunities are expanding to include more employers and dual enrollment students at Houston County Career Academy for Academic Year 2021

**New Application – Education Stabilization Fund - Reimagine Workforce Preparation Grant**  
Dept. of Education/ TCSG

- Scaling and creating accelerated credit and non-credit training in Advanced Manufacturing, Electrical Construction, Healthcare, Logistics, Childcare, Information Technology, and Entrepreneurship for new, displaced, or underemployed workers
- Application submitted to TCSG August 2020, State-level awards projected October 2020

**Susan Harwood Capacity Building Grant**  
Dept. of Labor

- Provides funding for CGTC Economic Development to offer free OSHA training to small businesses and targeted populations through the Regional Safety Training Center
- Preparing documentation for a Financial Monitoring Review, confirming compliance with federal financial requirements.

**Student Success**

**TEAMS Outreach Center**

- CGTC’s TEAMS retention rate was 62% for Summer Semester 2020, as compared to an average of 56% for TCSG colleges
- All students on Academic Suspension receiving a registration override for Fall semester have been alerted for one-on-one contact and support through the TEAMS Outreach Center.
- 20 students have self-alerted during August 2020, a 150% increase over 8 self-alerts in August 2019

**R.E.ACH (Raising Expectations of Achievement) Student Organization**

- A total of 39 students (duplicated) attended bi-weekly REACH sessions offered via WebEx during Summer Semester 2020
- 10 male students of color (unduplicated) participated in bi-weekly sessions and one-on-one mentoring
  - 80% of Participants were successful in all courses attempted (8 out of 10)
  - Participants were successful in 84% of courses attempted (21 out of 25)
- REACH and Counseling Services are collaborating to offer Freedom Friday sessions providing students of color an opportunity to discuss current events in a small group setting led by a professional counselor

<b>REACH Bi-Weekly Sessions Fall 2020</b>		
<b>Date</b>	<b>Session #</b>	<b>Session Topic</b>
Tuesday, August 20	M&G	REACH Intro Session – Meet & Greet
Tuesday, August 25	SS#1	Topic: “REACHing Students where they are”



Thursday, September 10	SS#2	Resource Roundhouse
Tuesday, September 22	SS#3	Candid Conversations: Your Vote Matters
Tuesday, October 6	SS#4	Session Topics to be informed by student input on academic and community resource needs collected during SS#1 and SS#2.
Tuesday, October 20	SS#5	
Tuesday, November 3	SS#6	
Tuesday, November 17	SS#7	

## Evaluation

### Institutional Effectiveness Operations:

- Presented to the Dual Enrollment Instructor Orientation on July 31, 2020.
- Completed IPEDS 2020-2021 (Integrated Post-Secondary Education Data Center) initial registration screens and Institutional Characteristics (IC) Header. The College and other institutions receiving Title IV funds are required to complete all IPEDS surveys on an annual basis.
- The Substantive Change submission system has been relocated to iNet and is located under *iNet Resources*, under *Institutional Effectiveness* or accessed at this direct link: <https://inet.centralgatech.edu/ie/substChange.php>. [CGTC login required]
- IT is working to build a new menu system and folder structure for IE content migrated from the Intranet. The CGTC SharePoint IE site is also being explored as an option to house documentation as project requirements are evaluated. Additional information to come.

### Planning and Assessment:

- A new one-stop training site, [Closing the Loop 2020-2021 IE Planning](#), has been developed to assist planning stakeholders with closing the loop on 2020 plans and developing new 2021 plans for operational assessment planning and student learning outcomes. Brief how-to videos, PowerPoints, how-to guides, and training materials are provided on the site. One-on-one virtual training sessions can be scheduled as needed.
- The [SLO Schedules for AY 2020](#) (Fall 2019, Spring 2020, and Summer 2020) are available for Program Chairs to verify all SLOs have been reported during the academic year.

### Survey Update:

- 96 students completed the AY 2020 Graduate Survey between July 7, 2020 to August 27, 2020. 29 students requested additional assistance in at least one of the following areas: Admissions, Career Services, Registrar, and/or Alumni Network. The list of students was shared with the respective department for contact. The survey is on-going.
- Pre and Post Testing along with the Course Assessments were developed in support of seven online Regional Safety Training Center courses through the Economic Development Division.

### Programmatic Accreditation:

- The Physical Therapy Assistant program responded to the initial accreditation visit report on August 7, 2020. The report of the visiting team and CGTC's comments and additional materials will be reviewed at CAPTE's Fall meeting, October-November 2020.
- The Cardiovascular Technology program is currently waiting to receive additional information from JRC-CVT regarding a virtual site visit. The original visit, scheduled for May 29, 2020, was postponed due to COVID-19. JRC-CVT anticipates the virtual site visits to be conducted between October through December 2020.
- The Radiologic Technology-Warner Robins program received a request from JRCERT for additional/clarifying information in regards to the recently submitted interim report. Additional/clarifying information was requested for Objective 6.5. The program is working on the response to be submitted by September 8<sup>th</sup>.

## **Professional Development**

- Assisted with development and delivery of the College’s COVID-19 Operational Plan Training where 81% of full-time and part-time personnel completed the on-line training to date
- Completed the Teacher Education Academy
- Hosted a how to training in on-line instruction with Jones County High School Distance Education faculty/staff

### **DFCS SNAP E&T Career Connections and Transition**

#### Outreach/Recruitment:

- SNAP E&T Presentations (In-Person, Webex)
  - Individuals (2)
  - Group (1) Radiologic Technology Students
- Disseminated CCT/SNAP Information
  - Print (Flyers, Emails)
  - In-Person
  - Webex
  - Phone

Reverse Referrals: 13 (New Enrolees – 3)

#### Remote Communication/Assistance:

- Webex
- Phone
- Email
- Flipgrid

“Connect and Share” Information: (Disseminated to 56 SNAP Recipients)

- SNAP E&T Informational Flyer
- Double Your Food Dollars (at Local Farmers Markets)
- TEAMS Self-Alert Instructions
- Library/ASC Tutoring Information
- Student Success Guide
- Healthy Living & Nutrition Tips
- Self-Empowerment/Inspirational Quotes
- Adult Education’s Back to School Bash

#### Wrap-a-Round Referral Resources:

- Financial Aid Education (1)
- Special Populations (1)

#### Breaking Barriers Sessions:

- In-Person (2)
- Webex (1)



## Student Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** August 31, 2020

**Meeting Date:** September 9, 2020

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

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Student Affairs continues to be involved with increasing fall enrollment by participating in Project Harvest (making calls to potential students) and registering new students for second session in the CARE Center. Counseling and Campus Life departments are preparing a fall schedule to include virtual activities and events.

#### **Campus Life**

Campus Life has several scheduled virtual activities and meetings along with at least one strategic on campus event (grab & go, students could pick up goody bags in route to class or enrolment offices). Clubs and organizations are meeting virtually and each month there is a challenge were students can compete or place their name in the hat to win prizes. This month will be the “work/desk space photo challenge”

#### **GOAL (Georgia Occupational Award for Leadership)**

Our GOAL student Larry Jackson advanced to one of the nine finalist of the 22 who competed. He will compete this month to become the covenant State winner.

#### **Global Initiatives**

The Dual Enrollment Study Abroad session in Ireland originally planned for June then re- scheduled to mid-December, has been cancelled.

We have scheduled tentative dates for the summer of 2021 for both Dual Enrollment study abroad in Ireland and our college study abroad session in York, England. If any board members are interested in the opportunity please contact us for details and costs.

#### **Athletics**

All student athletics are back on campus and following the recommended guidelines provided by NJCAA <https://www.njcaa.org/general/2019-20/releases/20200618nx2y02>

Cross Country team has their first meet on September 5<sup>th</sup>, Middle Georgia State University Invitational. This link will provide the schedule for the season. <https://cgctitans.com/general/2020-21/releases/20200828g1nahq>

Basketball season has rescheduled to begin play in January 2021. Conditioning is allowed now with team practicing beginning in October.