

Central Georgia Technical College

Local Board of Directors Meeting

AGENDA

Wednesday, October 2, 2019

Room 137, Peach County Workforce Development Center

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

- 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. Janet Kelly

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, September 4, 2019

10:30 a.m. – 12:00 p.m.

A Building Board Room – Macon Campus

In Attendance

Allen, Ivan
Burks, Deborah
Buzzell, Marsha
Danzie, David
Davis, Dana
Dominy, Carol
Griner, Andrea
Hamb-Holmes, Ruby
Hamilton, Terry
Harris, Kenya
Holloway, Amy
Hutto, Rick
Jackson, Craig

Keadle, Gina
Kelly, Janet
Marley, Rick
McClure, Tonya
Pierce, James
Scruggs, Jeff
Siniard, Michelle
Snelgrove, Brian
Steadman, Cambri
Steele, Danielle
Williams, Avis
Wilson, Eric

I. Call to Order

Mr. David Danzie called the meeting to order at 10:33 a.m.

II. Invocation & Pledge of Allegiance

Mr. Jeff Scruggs led the invocation, and Mr. Eric Wilson led the Pledge of Allegiance.

III. Approval of Minutes

The August meeting minutes were approved.

IV. New Business

Dr. Amy Holloway presented two action items for approval. The College is planning to terminate the Drafting program, but will continue to teach those courses through the Engineering program.

Additionally, the Board was asked to approve a new TCC in Hospitality for DOC. The Board approved both actions unanimously.

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 11:55 a.m.



Academic Affairs Update

CGTC Board of Directors Meeting

Report Date: September 30, 2019

Meeting Date: October 2, 2019

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

Associate of Science in Nursing

At its September meeting, the Georgia Board of Nursing voted to grant full approval status to CGTC's ASN program. The College is awaiting final notification in mid-October of its ACEN accreditation approval.

Paramedic Technology

CGTC's Advanced EMT summer graduates earned a 94% pass rate on the National Registry Exam, which is well above the state average.

Radiologic Technology

The Warner Robins Radiologic Technology program graduating class of 2019 achieved 100% pass rate on the radiography certification exam administered by the American Registry of Radiologic Technologist earlier this summer. Passing this exam permits the 12 graduates to work in all 50 states and internationally.

Central Georgia Technical College
FY 2019 YTD Analysis
as of September 30, 2019

	Annual Budget	Current Year Revenue	Receivables	Current Year Expenditures	Net Amount
01932 State Appropriation	24,692,446	6,173,111		5,719,507	453,604
01938 Adult Ed State Funds	1,015,000	253,749		240,533	13,216
18000 CMVOST - CDL Grant	123,690	1,057	15,332	16,389	0
19100 RSI - Student Success	494,937	217,484	5,048	222,532	0
2420A Federal Work Study Funds	293,386	31,784	19,677	51,461	0
24999 OSHA Susan Harwood Grant	62,274	21,580	19,556	41,136	0
2620A Adult Ed Federal Funds	1,324,000	257,011		355,418	(98,407)
26991 VBOC Grant	252,070	47,292	24,160	71,452	0
30140 SNAP	149,335	22,967	9,048	32,015	0
3240A FY20 Carl Perkins	1,502,028	316,440	171,803	488,243	0
35315 CCampus Grant	127,984	14,223	5,253	19,476	0
3549A FY20 WIOA Adult	239,250	48,905	484	49,389	0
3549D FY20 WIOA Dislocated Worker	195,750	20,360	15,331	35,691	0
3549V FY20 WIOA Vet	779,615	36,746		9,204	27,542
3549Y FY20 WIOA Youth	485,000	22,484	33,316	55,800	0
36201 ECLC Quality Rated Grant	140,000	14,657			14,657
38190 GA Gear Up	5,000		917	917	0
48001 Lumina Foundation Grant					0
55002 Live Work - Cosmetology	19,000	3,797		3,949	(152)
55004 Live Work - Auto Tech	18,000	3,631		1,679	1,952
55011 Live Work - Child Dev Ctr	250,000	65,249		107,769	(42,520)
55024 Live Work - Dental Hygiene	42,000	5,851		15,772	(9,921)
55029 Live Work - Diesel Mechanic	1,000			36	(36)
60001 Tuition	15,649,134	5,184,091	2,184,946	4,932,264	2,436,774
60005 GED Testing	65,000	12,566		39,367	(26,801)
60015 Miscellaneous	1,000,000	65,622	25,032	51,205	39,449
60030 Testing Center	90,000	15,322		3,470	11,852
60133 Misc Income Registration Fees	910,000	332,916	63,600	62,591	333,925
60134 Misc Income Application Fees	70,000	21,640			21,640
60135 Student Technology Fee	1,575,000	561,581	129,333	294,012	396,902
60136 Misc Student Fees	1,000,000	514,042	82,228	56,504	539,766
61001 Continuing Education	250,000	28,064		87,528	(59,464)
61003 Business & Industry General	865,000	309,437		222,748	86,689
61125 DAU	258,500	49,045	21,290		70,335
61127 CLCP	16,000	2,830		4,291	(1,461)
61143 FAA	55,000	9,395		7,406	1,989
61158 CDL Testing	8,500	1,650			1,650
61161 American Heart CTC	40,000	6,987		5,266	1,721
61272 GDC Occupational Skills	1,941,103	432,521		340,505	92,016
61295 EOC Head Start	60,000	10,292		17,377	(7,085)
61335 A/E Miscellaneous				154,626	(154,626)
61337 Jones County A/L	20,000	20,000			20,000
62007 Concession Sales	105,000	10,576		18,815	(8,239)
90112 FY20 GA Dept of Corrections	100,000				0
90360 Child & Adult Care Food Prog	35,000	14,280		14,472	(192)
90370 Two Gen Innovation Grant	20,138	1,505	487	1,992	0
90391 Bright from Start PreK Funds	300,578	59,526	25,326	87,032	(2,180)
94358 DJJ Grant	219,381	36,887		21,112	15,775
95336 VECTR Equipment Bond	400,000				0
95348 FY2019 MRR Bond	355,031	53,720		53,720	0
95357 FY2020 MRR Bond	529,186				0
95358 FY2020 Equipment Refresh	573,225	304,975		304,975	0
96220 FY20 DHS/DFCS Training Grant	160,110	33,182	5,580	38,762	0
Grand Total	58,882,651	15,671,030	2,857,747	14,358,407	4,170,369

Net to Date	4,170,369
Prior Year Carry-over	1,095,781
<i>Net Income, including Prior Yr Carry-over</i>	<u>5,266,150</u>

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

		FY2019			FY2020			FY20 vs. FY19
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	5,762,309	5,488,404	273,905	6,173,111	5,719,507	453,604	179,699
01938	Adult Ed State Funds	253,850	220,079	33,771	253,749	240,533	13,216	(20,555)
02000	Equipment Refresh Funds	6,372	6,372	0	-	0	0	0
18000	CMVOST - CDL Grant	-	-	0	16,389	16,389	0	0
19100	RSI - Student Success	145,635	145,635	0	222,532	222,532	0	0
22015	First in the World Grant	209,977	209,977	0	-	-	0	0
23016	DoD OEA Grant	139,537	139,537	0	-	-	0	0
2420A	Federal Work Study Funds	50,142	50,142	0	51,461	51,461	0	0
24999	OSHA Susan Harwood Grant	-	-	0	41,136	41,136	0	0
2620A	Adult Ed Federal Funds	298,528	526,841	(228,313)	257,011	355,418	(98,407)	129,906
26991	VBOC Grant	42,383	42,383	0	71,452	71,452	0	0
30140	SNAP	31,717	31,717	0	32,015	32,015	0	0
3240A	Carl Perkins	316,886	316,886	0	488,243	488,243	0	0
35315	CCampus Grant	-	-	0	19,476	19,476	0	0
3549A	FY20 WIOA Adult	37,651	37,651	0	49,389	49,389	0	0
3549D	FY20 WIOA Dislocated Worker	14,232	14,232	0	35,691	35,691	0	0
3549V	FY20 WIOA Vet	-	-	0	36,746	9,204	27,542	27,542
3549Y	FY20 WIOA Youth	70,731	70,731	0	55,800	55,800	0	0
36201	ECLC Quality Rated Grant	7,605	-	7,605	14,657	-	14,657	7,052
38190	GA Gear Up	-	-	0	917	917	0	0
48001	Lumina Foundation Grant	2,000	-	2,000	-	-	0	(2,000)
55002	Live Work - Cosmetology	5,418	7,987	(2,569)	3,797	3,949	(152)	2,417
55004	Live Work - Auto Tech	3,736	1,039	2,697	3,631	1,679	1,952	(745)
55011	Live Work - Child Dev Ctr	67,682	96,621	(28,939)	65,249	107,769	(42,520)	(13,581)
55024	Live Work - Dental Hygiene	9,038	9,104	(66)	5,851	15,772	(9,921)	(9,855)
55029	Live Work - Diesel Mechanic	590	-	590	-	36	(36)	(626)
60001	Tuition	6,326,444	4,761,024	1,565,420	7,369,037	4,932,264	2,436,773	871,353
60005	GED Testing	10,683	45,786	(35,103)	12,566	39,367	(26,801)	8,302
60015	Miscellaneous	271,565	28,147	243,418	90,654	51,205	39,449	(203,969)
60030	Testing Center	29,828	4,408	25,420	15,322	3,470	11,852	(13,568)
60133	Misc Income Registration Fees	339,300	72,313	266,987	396,516	62,591	333,925	66,938
60134	Misc Income Application Fees	23,970	-	23,970	21,640	-	21,640	(2,330)
60135	Student Technology Fee	578,793	298,945	279,848	690,914	294,012	396,902	117,054
60136	Misc Student Fees	577,522	32,780	544,742	596,270	56,504	539,766	(4,976)
61001	Continuing Education	33,843	75,913	(42,070)	28,064	87,528	(59,464)	(17,394)
61003	Business & Industry General	274,882	173,702	101,180	309,437	222,748	86,689	(14,491)
61125	DAU	65,298	-	65,298	70,335	70,335	0	5,037
61127	CLCP	4,109	4,109	0	2,830	4,291	(1,461)	(1,461)
61143	FAA	10,228	6,736	3,492	9,395	7,406	1,989	(1,503)
61158	CDL Testing	1,200	-	1,200	1,650	-	1,650	450
61161	American Heart CTC	13,648	6,565	7,083	6,987	5,266	1,721	(5,362)
61272	GDC Occupational Skills	539,945	399,961	139,984	432,521	340,505	92,016	(47,968)
61295	EOC Head Start	15,435	-	15,435	10,292	17,377	(7,085)	(22,520)
61335	A/E Miscellaneous	-	-	0	-	154,626	(154,626)	(154,626)
61337	Jones County A/L	20,000	-	20,000	20,000	-	20,000	0
62007	Concession Sales	19,934	19,743	191	10,576	18,815	(8,239)	(8,430)
90112	Ga Dept of Corrections Testing	-	-	0	-	-	0	0
90360	Child & Adult Care Food Prog	9,781	9,781	0	14,280	14,472	(192)	(192)
90370	Two Gen Innovation Grant	-	-	0	1,992	1,992	0	0
90391	Bright from Start PreK Funds	71,859	71,859	0	84,852	87,032	(2,180)	(2,180)
92999	State General Funds	-	-	0	-	-	0	0
94358	DJJ Grant	29,989	21,488	8,501	36,887	21,112	15,775	7,274
95342	FY2018 MRR Bond	46,680	46,680	0	-	-	0	0
95343	FY2018 Equipment Bond	11,062	11,062	0	-	-	0	0
95348	FY2019 MRR Bond	-	-	0	53,720	53,720	0	0
95358	FY2020 Equipment Refresh	-	-	0	304,975	304,975	0	0
96220	DHS/DFCS Training Grant	30,335	30,335	0	38,762	38,762	0	0
Grand Total		16,832,352	13,536,675	3,295,677	18,528,777	14,358,408	4,170,369	874,692

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

3,295,677	4,170,369	
984,554	1,095,781	
<u>4,280,231</u>	<u>5,266,150</u>	<u>985,919</u>



Adult Education Update

CGTC Board of Directors Meeting

Report Date: September 25, 2019

Meeting Date: October 2, 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	1,035	48,182	311	30%	102
FY20	924	45,353	253	27%	133

*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	96	5,342	24	25%
ABE2 Beginning Basic Education	399	20,136	109	27%
ABE3 Intermediate Low	235	10,377	65	28%
ABE4 Intermediate High	45	1,855	13	29%
ASE1 Low	1	23	0	0%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	24	1,566	13	54%
ESL2 Low Beginning	38	2,058	11	29%
ESL3 High Beginning	34	1,543	6	18%
ESL4 Intermediate Low	21	1,149	5	24%
ESL5 Intermediate High	21	828	4	19%
ESL6 Advanced	10	478	3	30%
TOTAL	924	45,353	253	27%

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.

- Accelerating Opportunity Program¹
 - 28 students enrolled
- BB&T Workforce Investment Program
 - 4 students completed
 - 12 certifications earned
- Youth Success Academy
 - 185 Approved Out of School Youth Students
 - 12 Work Experience Participants
 - 6 Enrolled in CGTC credit class

Information Items:

- August 29 Greater Macon Chamber of Commerce Workforce Summit, Anderson Conference Center, Macon, GA
- September 7 10th Annual Race for Education, CGTC Warner Robins Campus
- September 8-10 Southeastern Employment and Training Association (SETA) Conference, Hyatt Regency Savannah
- September 9-27 BB&T Workforce Investment Program
 Macon Cohort- 12 Participants Milledgeville Cohort- 6 Participants
- September 12 Instructional Activities & Learning Assessments Workshop, CGTC Milledgeville

¹ Additional AO students will begin in Fall Session Two

Upcoming Events:

- September 25 One Stop Macon-Bibb Youth Conference Department of Labor, Macon, GA
- October 8 Fall Session Two Begins
- October 8 Professional Development, Atlanta, GA
- October 10 Middle Georgia Regional Commission 2019 Annual Meeting
Anderson Conference Center, Macon, GA
- October 26 Georgia TESOL, Gwinnett, GA
- November 14 Macon-Bibb County Housing Authority Annual Agency Partners Celebration
Buck Melton Community Center, Macon, GA



Economic Development Update

CGTC Board of Directors Meeting

Report Date: September 26, 2019

Meeting Date: October 2, 2019

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

Economic Development Operational Review – FY19

	Number Trained	Course Hours	Total Trained Hours
Customized Contract Training	11,468	670,318	2,184,315
Continuing Education Training	1,557	2,440	22,808
Totals	13,025	672,757	2,207,122

Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
DAU	Various Courses	181	Varies	9/1 – 9/30
Graphic Packaging	Forklift Training	2	8 hours	9/3
	Forklift Training	1	8 hours	9/24
WR-ALC	Production Environment Readiness	9	43 hours	9/6 – 9/10
	General Maintenance Procedures	20	32 hours	9/30 – 10/2
Burruss Correctional	Leadership & Influence	3	8 hours	9/9
	Interpersonal Skills	2	8 hours	9/10
Riverbend Correctional	120 Hour Welding Fundamentals	5	120 hours	9/23 – 10/18
Premier Staffing	Forklift Training	4	8 hours	9/24
Zodiac Aerospace	Aircraft Interiors Repair	15	16 hours	9/24 – 10/24
CGTC	BLS Instructor Class	4	16 hours	9/26 – 9/27

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Driver's Education	16	36 hours	9/1 – 9/30
Driver Training (Drive Only)	4	6 hours	9/1 – 9/30
Professional Testing	44	Varies	9/1 – 9/30
Forklift Training	1	8 hours	9/3
Security+	8	40 hours	9/9 – 9/19
American Sign Language	19	38 hours	9/10 – 11/12

AHA First Aid/CPR/AED	1	7 hours	9/12
BLS Provider	1	4 hours	9/13
Forklift Training	2	8 hours	9/24
OSHA 10 Hour for General Industry	10	10 hours	9/25 – 9/26

BB&T Workforce Investment Grant:

Training Delivered	Class Location	Number Trained	Length of Course	Training Dates
OSHA 10 Hour for General Industry	Bibb	12	10	9/11 – 9/12
AHA First Aid/CPR/AED	Baldwin	6	8	9/19
Forklift Safety	Baldwin	6	8	9/24
OSHA 10 Hour for General Industry	Baldwin	7	10	9/25 – 9/26
Forklift Safety	Bibb	12	8	9/25 – 9/26
AHA First Aid/CPR/AED	Bibb	12	8	9/25 – 9/26

Susan Hardwood Grant:

Training Delivered	Companies Trained	Number Trained	Length of Course	Training Dates
Forklift Safety	Pyrotechnic Specialties (2)	6	7.5	9/17
Respiratory Protection	Prince Precision (2) Elliott Machine Shop (1) Nichiha (1)	4	3	9/19
Forklift Safety	Clean Control (2) Pyrotechnic Specialties (1)	5	7.5	9/24

Industry Outreach:

- Blue Bird – Peach County
- WR-ALC – RAFB
- Amazon Grand Opening – Bibb County
- C & T Industrial Machine Shop – Ribbon Cutting – Peach County
- Sandler Nonwoven – Expansion Announcement – Houston County
- First Environmental – Bibb County
- Riverbend Correctional Facility – Welding Graduation – Baldwin County

Community Outreach:

- Aerospace Industry Committee/Military Affairs Committee Social
- Robins Regional Chamber of Commerce – Eggs & Issues
- Houston County Family Connection – Board of Directors Meeting
- Monroe-Forsyth Chamber of Commerce – Eggs and Issues
- Career Women’s Network – Monthly Luncheon
- Middle Georgia Employers Association – Monthly Meeting

- Macon-Bibb Chamber of Commerce – Business After Hours
- Society of HR Managers – Monthly Meeting
- Aerospace Industry Committee – Monthly Meeting
- Southeastern Employment and Training Association – Annual Conference
- Hawkinsville-Pulaski Development Authority – Meeting with new director
- Middle Georgia Regional Planning
- Macon-Bibb Workforce Board Meeting
- Georgia Economic Developer’s Association – Annual Meeting

Facilities:

- **Over 3316 visitors utilized facilities at the Warner Robins** campus during the month of September including Middle GA RESA, Grove Church, Robins Regional Chamber, GA Department of Human Services, WRHS, Bright from the Start, Houston County Cotillion, GA Leadership, Volunteer Medical Clinic, WR-ALC, Houston County Family Connection, Alpha Kappa Alpha Sorority, and Delta Sigma Theta Sorority.
- **Over 960 visitors utilized facilities at the Macon** campus during the month of September including Middle GA RESA, Interfor Corporation, Irving Consumer Products, Armstrong World Industries, Georgia Collegiate Athletic Association, Orange Duffle Bag/GEAR UP GEORGIA, Governor’s Office of Student Achievement, Technical College System of Georgia, Bibb County Quality Rated Peer Support Network, MidSouth Community Federal Credit Union, Department of Early Care and Learning, Georgia Adult Education Association, Georgia Fire Inspectors Association, Navicent Health, Georgia College and State University, Governor’s Office of Student Achievement, Georgia Chapter Vibration Institute, Bibb County LCC, and Georgia Manufacturing Extension Partnership.
- **Over 240 visitors utilized the facilities at the Milledgeville** campus during the month of September including, Baldwin County Chamber of Commerce, Baldwin County Sheriff’s Department, Baldwin County Board of Education, Communities in Schools, Department of Behavioral Health and Developmental Disabilities, Georgia Department of Juvenile Justice, and Technical College System of Georgia.

Facilities and Ancillary Services Update

Report Date: October 1, 2019

Meeting Date: October 2, 2019

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

The CGTC Police Department supported the following activities this month:

Georgia Leadership Workshop
Multiple RESA Workshops
Commissioner Jacobs Visit
Careers in Law Enforcement Summit
Multiple NWS Weather Briefings—Hurricane Dorian
Coordination with GEMA/US Red Cross—Hurricane Dorian
FVSU Articulation Agreement Follow Up
Teen Maze Coordination and Execution

Teen Maze- Sep 24 – Sep 27 Warner Robins Campus

The Teen Maze is a realistic training session for all Houston County middle school students. The students are phased through several training stations where they experience the consequences should they make bad choices in their futures.

Impaired Driving--First the students attend (simulate) a party with alcohol and decide to drive. They are then taken to a staged accident scene with a two-car, rollover accident collision. As a narrator (Centerville Fire Chief) describes the scene and walks the student through the phases, the accident. The radio call goes out on the radio which is played over loudspeakers to the students, Police, Fire, EMS, and funeral home personnel are staged behind H-Bldg. The police respond, blue lights and sirens to the scene. They notify Dispatch that there is a fatality inside one of the vehicles and that there is a driver who is under the influence of alcohol. The fire department is called and they respond code three. The ambulance arrives soon after. The fire department works to extract a trapped victim from one of the cars while the police perform a field sobriety test on the driver at the scene. The injured victims are whisked away to an Emergency Room in an ambulance while the police arrest the driver for DUI. The mock a hearse arrives and solemnly takes the body away. The driver is taken into custody and placed in the back of a patrol vehicle.

Teen Pregnancy—Students are walked through the scenario of how unplanned pregnancies affect lives. Students are presented with fetal growth, to include wearing a realistic pregnancy belt which is strapped to their stomachs to make them feel and see the reality of becoming pregnant. Boys are usually handed a baby and made to walk around carrying a baby (baby-sized doll) during this phase.

Sexually Transmitted Diseases-Students are taught how to avoid and how to recognize the symptoms of STDs.

Drugs—Illicit drug use consequences and education

Social Media--How to avoid predators and how to avoid making permanent mistakes in communication through social media.

The Georgia Department of Highway Safety provides a rollover simulator, “drunk goggles,” and a seatbelt crash simulator. These are usually staffed by the HCSO or Byron Police.

Multiple agencies support this training including:

Georgia Department of Highway Safety
CGTC Facilities and Police Departments
Warner Robins Police and Fire Departments
Byron Police and Fire Departments
Centerville Police and Fire Departments
Houston County Sheriff's Office Traffic and Juvenile and the Houston County Fire Department
Houston Healthcare EMS and Ambulances
Houston County Department of Public Health

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

Construction of both buildings continues. Overall, progress is close on schedule and within budget to date.

Maintenance, Repairs & Renovations update:

Macon Boiler replacement is complete. Project cost: \$355,600.00

Milledgeville: Gutter replacement: Materials delivered were not the right color; reordered, and will install once received. 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. Project cost: \$70,538.00

Card key access with emergency lock down specifications reviewed and prepared for Request for Proposals to vendors.

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 classroom space renovations complete, RAFB has contracted with construction contractor, demolition in classroom space completed, renovations underway. 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.

Aircraft Maintenance Technician program has moved to the old Yulista building at the Macon Airport with classes in progress.

	Warner Robins Campus	Macon Campus	Milledgeville Campus	VECTR Center	Eatonton Center	Fort Valley Center	Hawkinsville Center	Total
Calls for Service/Emergency		1					Not Reported	1
Calls for Service/Non-Emergency	663	407	32	13	4	45		1164
Alledged Weapon Offenses								
Alledged Sex Offenses								
Arrests								
Assist motorist/Unlock	9	25						34
Assist motorist/Jump	11	42	2	2				57
Assist motorist/Other	25	40						65
Traffic Stops	4							4
Agency Assist		1						
Incident Reports	2	2						4
Miscellaneous Reports	1	3						4
Accident Reports	2	1						3
Injury Reports								
Code of Conduct Complaint/Report	3	3						6
Checked Fire Extinguishers	24	106	56		12	1		199
Special Event Detail	19	6		2				27
Parking Tickets/Warnings	58	23	6					87

VECTR Update

Report Date: September 24, 2019

Meeting Date: October 2, 2019

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

Statistics: 2 Aug 16 – 30 Sep 19:

- Provided 40,555 requested services to veterans, service members/families
- Career Coaching 2,517
- Community Resources 1,648
- Education-Financing 1,475
- Testing Center 2,326
- Entrepreneurship 1,672
- Department of Labor (DOL) 728
- Education-TCSG 1,532
- Education-USG 558
- United Way - Mission United 637
- WIOA 198
- Veterans Services (VSO) 26,162
- Hosted - Hosted 19,097 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
CompTIA Security Plus Bootcamp	8	1	9/9-9/13

Robins AFB training events:

Name	Number Trained	Length of Course (Days)	Training Dates
Common Avionics	35	1	9/3
ACC & SPO Meeting	15	1	9/3 & 9/5
Smart Bear Testing	22	3	9/4-9/6
ATS Leadership Offsite	25	1	9/5
Common Avionics	15	1	9/6
Border Patrol Hiring Fair	25	1	9/12
Resiliency Tactical Pause	60	1	9/13
HQ RIO DET 5	15	1	9/13
SOCOM 70-1	40	2	9/17-9/18

PM/PO Training	25	2	9/17-9/18
SCRUM Master Training	25	1	9/19
SAPR VVA	20	1	9/25

Workshops conducted:

Name	Organization	Number Trained	Training Dates
Introduction to Social Media	Mercer University	20	9/3
VA Disability Workshop	Chief Rodriguez	20	9/3
HUD/VASH	Veteran Affairs	15	9/3
Peer Discussion Group	Ronald Johnson (VA)	6	9/11-9/25
Resume Writing	Mercer University	25	9/24

VBOC:

Events	Location	Number Trained	Training Dates
B2B	Ft. Jackson	16	9/4-9/5
B2B	GA VECTR	30	9/9-9/12
B2B	Shaw AFB	16	9/18-9/19
B2B	Hunter AAF	27	9/24-9/25
B2B	Kings Bay	3	9/26-9/27
Yellow Ribbon	Alpharetta	300	9/14
Yellow Ribbon	LaGrange	300	9/21
Yellow Ribbon	Stone Mountain	300	9/28

Outreach:

Events	Location	Number Trained	Training Dates
CSP	Ft. Benning	12	9/11
CSP	Hunter AAF/ Ft. Stewart	15/90	9/11-9/12
CSP	Ft. Benning	14	9/18
CSP	Hunter AAF/Ft. Stewart	25/90	9/25-9/26
CSP	Ft. Benning	15	9/25

Industry/Community Outreach:

78th ABW Commander's welcome
 Mission United Leadership Council
 America's Warrior Partnership
 Southeast Education and Training Association
 Border Patrol Hiring Fair
 Operating Engineers Registered Apprenticeships
 Robins AFB Retiree Affairs fair
 Frito Lay meeting on industrial maintenance program
 VETLANTA
 Department of Labor Job Fair
 Robins AFB Air Show

News:

- Awarded \$100,000 by the Arthur M. Blank Family Foundation to equip the electrical construction program
- Awarded a \$116,000 CMVOST grant for CDL
- Awarded \$7300 for the Emergency Food and Shelter Grant



Institutional Advancement Update

CGTC Board of Directors Meeting

Report Date: September 26, 2019

Meeting Date: October 2, 2019

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

Events

- Athletic Booster Club Campaigns
 - Seeking corporate sponsors
 - Seatback sponsorships sale completed
- TCSG Leadership Conference for Directors and Trustees
 - October 28-30 @ the Hyatt Regency in Savannah
- Holiday Luncheon hosted by the CGTC Foundation
 - December 11 @ Warner Robins campus
- *Pomp & Circumstance Casino Night Fundraiser* benefitting student scholarships
 - January 31 @ the Macon campus
 - Soliciting sponsors
 - Tickets on sale soon

Special Projects

- Large Gifts and Grants
 - Emergency Food and Shelter National Board Grant (VECTR)
 - \$7,364 for supportive services for veterans
 - 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
 - Equipment – automotive engine parts
 - Meals – student athletes
 - Property – Clark Street (pending)
- Easlan Capital Project
 - Working with college leadership and investment company to identify options for dormitory housing on Foundation property
- Advancement/Foundation Operations
 - Facilities
 - Evaluating options for parking lot and signage updates



Institutional Effectiveness Update

CGTC Board of Directors Meeting

Report Date: September 27, 2019

Meeting Date: October 2, 2019

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

INFORMATION ITEMS

Project Harvest - the College is working diligently to increase enrollments by (1) reaching out to prior students with credit but no award and those with a diploma, TCC and or GED to come back and enroll in a next level stackable credential.

WIOA - On September 18, 2019 College staff participated in policy and programming training organized by IE in coordination with Middle GA Consortium staff.

Graduates and Awards Results for AY2019

- Highest number of Graduates and Awards within TCSG
4,035 unique Graduates
6,581 Awards
- First in TCSG to achieve over 4,000 Graduates
- Highest number of HOPE Career Grant Graduates – 1,959
- Highest number of Dual Enrollment Graduates – 720
- Highest number of Dual Enrollment Awards – 1,091

Grants

CMVOST (Commercial Motor Vehicle Operators Safety Training) Grant

Dept. of Transportation

- Awarded funding for 2019-2020 \$136,738
- Funding covers tuition and fees for military-affiliated students enrolled in the Commercial Truck Driving program, as well as personnel, supplies, and travel

American Apprenticeship Initiative Grant

Dept. of Labor, Sub-award from Technical College System of Georgia

- Awarded funding for 2019-2020 \$100,000
- Funding covers apprentice-related costs (tuition, fees, book/supplies, & equipment), as well as program administration

TwoGen Innovation Grant

Georgia Department of Early Care and Learning

- Provided mid-year progress update
- Progress includes launch of evening childcare services based on feedback gathered during community survey and focus groups

Student Success

TEAMS Outreach Center

Usage of early alert system is increasing and success rates are improving

- Summer Term to Term **usage increased by 85%**
Summer 2018 = 129 alerts versus Summer 2019 = 239 alerts
- Summer Term to Term **Retention/Graduation rate increased by 10%**
Summer 2018 = 60% versus Summer 2019 = 66%
- Fall Term to Term usage is continuing the growth trend
Fall 2018 to Fall 2019 **usage has already increased by 58%**, as of September
Fall 2018 = 188 alerts versus Fall 2019 AY2019

College Resource Fair events hosted by TEAMS Outreach Center received positive feedback

- Over 400 students attended on campus or virtual event
- 100% of participants agreed that resource information was helpful
- 98% agreed that the event better prepared them for the term
- 98% reported improved ability in accessing student resources on CGTC website

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

- Improved outreach efforts increased student participation in R.E.ACH sessions
20 unique students in Session #1 versus 35 unique students in Session #2
- Encouraging R.E.ACH students to seek R.E.ACH Leader status by participating in College and program activities that demonstrate leadership skills and promote success

Outreach/Recruitment:

- Conducted CCT/SNAP Presentation during Nursing Orientation (WR)
- Disseminated CCT/SNAP Information
 - Emails
 - Flyers
 - Phone
- DFCS Referrals: 0
- Reverse Referrals: 15
- Enrolled during this period: 4
- Career Connections and Transition Wrap-a-Round Service Referrals:
 - WIOA – 5
- Breaking Barriers Workshops: 2
- 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
 - Childcare: CAPS Bridge Funding Program
- Special Recognition:
 - The Career Connections and Transition Office was recognized for its Intensive Case Management Services during the Georgia SNAP Works Semi-Annual Statewide Convening in Augusta, GA September 18-19, 2019.

Pictured from left to right: Marquisa James (TCSG Grants and Contracts Coordinator) and Ruby Holmes (CGTC Career Connections and Transition Project Manager)





Satellite Operations Update

CGTC Board of Directors Meeting

Report Date: September 26, 2019

Meeting Date: October 2, 2019

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

Milledgeville Campus/Baldwin County:

- CGTC co-sponsored a Business-After-Hours with the Milledgeville Baldwin COC on September 26th highlighting what the college can do for businesses.
- Dana Davis represents CGTC on the Baldwin, Bibb, and Pulaski Complete Count Census Committees. Educational units are an integral part of the local committees in order to help reach the hard to contact/count areas in the counties. These areas are also important to reach for adult education and technical program services.
- CGTC is working with DOL and WIOA to assist displaced Mohawk employees with options for transitioning employment.

Hawkinsville Workforce Development Center (HWDC)

- HWDC Literacy Month - CLCP Board met to address strategies to keep Pulaski County a literate community through the partnership of CGTC Adult Education division.

Monroe Center:

- Dr. Tatrabian Jackson is serving on the upcoming Monroe COC board.

Jones County:

- The college was represented at the Jones COC annual meeting held on September 28th

Peach County Regional Workforce Development Center (PCRWDC):

- Two female Diesel Truck Maintenance students from the PCWDC was featured in an excellent article interviewing them about their experiences in being in a nontraditional career program.
- An Apprenticeship 101 program will be offered at the PWDC on October 9th from 10am – 11am. The program is sponsored by CGTC, TCSG, Peach COC, and PEACH Dev. Auth.
- PCRWDC hosted the Peach Family Connections Collaborative meeting and gave presentation of program offerings at the center and hosted the Family Connections Executive Board Training.

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.
- Carrie Dietrich attended the August School Governing Authority (SGA) meeting at Putnam County Middle School on August 22nd. She serves as a community representative on the SGA.

Twiggs County:

- Twiggs County REACH Scholarship program hosted the annual REACH for the STARS – A Denim & Diamond Event on September 26th. The college sponsored a table for the event.



Student Affairs Board of Directors Report

Report Date: September 30, 2019

Meeting Date: October 2, 2019

Unit: Enrollment Services, Marketing, and Public Relations

Enrollment

- Current Fall Semester enrollment: 8,046 (as of 10/2/19)
 - Regular credit: 5,576 → The GOAL for Fall 2019 is 5,700
 - Department of Corrections: 291 → The GOAL for Fall 2019 is 550
 - High School: 2,146
 - AO: 32
- Fall 2019 **S2** (677 currently) will have a larger enrollment compared to S2 for Fall 2018 (486)—**a 39% increase, thus far.**

Project Harvest

- Working to make up the current 2.6% deficit for fall semester
- Over 4,000 students identified as 'low hanging fruit'; those who have completed some credit, but have not completed and have no barriers to enrollment (Business office balance, registration hold, SAP, etc.)
- Multiple departments throughout the college are assisting with ongoing calls to encourage students to register for S2 or Spring semester
- As of 10/2, 675 calls have been made with 12% of all attempts responding positively for Fall S2 or Spring semester.

Graduates

- The final FY 2019 number of graduates for CGTC is 4,194—11% of the total number of TCSG graduates
- 6,850 awards conferred
 - 800 associate degree graduates
 - 735 diploma graduates
 - 5,315 certificates
- CGTC led the System in all categories
- Dual enrollment graduates: 767
- Dual enrollment awards: 1,147

Admissions

- Department updates
 - Enrollment for Fall Semester Session 2 is ongoing
 - Participating in/assisting with the College's Harvest Project
 - Implementing new processes to ease the acceptance process for students
 - Completed staff training on the Radius CRM
 - Attended the Admissions peer group and Student Data Summit Sept. 25-27
 - Fall Preview Day is Friday, November 15

Communications Center

Tickets Past 30 Days	13,328
Tickets Resolved In CC Past 90 Days	11,666 (88%)
Top 5 Departments Past 90 Days	Financial Aid: 5,147 Cashier's Office: 1,811 Admissions: 1,771 Registrar: 1,437 General Questions: 945

Financial Aid

- Official notice of 2016 Cohort Default Rate received: 20.8%
- Attended the Financial Aid peer group and Student Data Summit Sept. 25-27
- Completed and submitted 2019 FISAP
- All F/A specialists will attend GSFC training on Oct. 21

Financial Literacy

- Assisting with the College's Harvest Project to address students with past due balances or SAP barriers that prevent registration
- 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.
- Hosted workshops on all campuses for fall semester for students on Academic Warning; information presented on how to and reasons to avoid potential academic probation or suspension.

High School Initiatives

- Fall DE is at its highest ever for a single semester at 2,146
- Based on a preliminary analysis, 1,092 students are taking degree level courses; 931 are taking occupational courses; 120 students are taking both degree and occupational courses
- Antonio Watkins has taken a new position on the faculty; the High School initiatives team will miss his expertise, but wishes him well in his new position—hiring is ongoing to replace Mr. Watkins.

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

- Finalized data transfer process for the Radius CRM
 - Conducted training session for admissions staff
 - Communication plans are in process for newly accepted students
 - Using the CRM to track contacts for the Harvest project
- Revising student application
- Performed purge list analysis and communications plan to reduce the number of students with balances or missing financial aid requirements greatly reducing the number of no show and dropped students for Fall semester.
-

Term	Session	Date	Original		On Save		Working	Balance	Total FA =	Missing	Missing
			List	S2 Only	List	PURGE					
Fall 2019	Full and S1	08/13/19	3,336	57	-	-	3,279	2,776	2,762	1,596	444
Fall 2019	Full and S1	08/16/19	2,750	88	-	-	2,662	2,206	2,213	1,223	254
Fall 2019	Full and S1	08/21/19	1,918	210	15	-	1,693	1,364	1,382	749	132
Fall 2019	Full and S1	08/26/19	1,374	220	20	-	1,134	824	809	541	79
Fall 2019	Full and S1	08/28/19	1,239	238	23	-	978	704	697	446	63
Fall 2019	Full and S1	08/30/19	713	210	95	70	338	334	338	119	20

Student Activities/Athletics

- Titans Basketball is gearing up—the first game for the women is October 5 and the men play October 12.
- Titans Cross Country has seen success in several meets this season
 - 1st place at the MGA invitational Sept. 7
 - 3rd place at the GMC Brickyard Invitational Sept. 13
 - 13th place at the Wingfoot Cross Country Classic in Cartersville Sept. 20
 - Two meets left for the season including the GCAA championships in Milledgeville on Oct. 16.
- Club officers will attend the Georgia Fall Student Leadership Conference in Atlanta in November.
- Hosted voter registration events on all campuses in September
- Fall Festivals will be held on all campuses in October
- CGTC College and Career Fair will be held October 23 at the Macon Campus.