

# Central Georgia Technical College

## Local Board of Directors Meeting

### AGENDA

Wednesday, November 4, 2020

I Building Quads – Macon Campus

10:30 a.m. – 12:00 p.m.

#### Call to Order

Mr. Mike Couch

#### Invocation and Pledge of Allegiance

#### 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
  - Re-Entry Services Dr. Brittany Lucas
  - 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, October 7, 2020

10:30 a.m. – 12:00 p.m.

Monroe County Center

***In Attendance***

Allen, Ivan  
Brown, Brenda  
Couch, Mike  
Dominy, Carol  
Griner, Andrea  
Hart, Sr., Sam  
Holloway, Amy  
Jackson, Craig  
Jackson, Tatrabian  
Jennings, Manse  
Kelly, Janet  
McClure, Tonya

O'Neal, Kathy  
Quinn, Bonnie  
Redding-Andrews, Karla  
Ross, Trish  
Scruggs, Jeff  
Siniard, Michelle  
Snelgrove, Brian  
Steadman, Cambri  
Steele, Danielle  
Williams, Avis  
Wilson, Eric

**I. Call to Order**

*Mr. Mike Couch called the meeting to order at 10:28 a.m.*

**II. Approval of Minutes**

*The September meeting minutes were approved.*

**III. Division Reports**

*All division reports were presented as information items only.*

**IV. President's Report**

*Dr. Allen provided an update on the College and shared an FY2020 overview.*

**V. Meeting Adjourned**

*The Board of Directors meeting was adjourned at 12:27 p.m.*



## 2021-22 College Calendar

### 2021 Fall Semester (202212)

August 17, Tuesday	Fall Semester Begins – Full and S1
August 17 – 19, Tuesday – Thursday	Drop/Add/Refund Deadline – Full and S1
September 6, Monday	Labor Day Holiday (College Closed)
September 17, Friday	Last Day to Withdraw with a W grade-S1
October 8, Friday	Midterm – Full Session/S1 Ends
October 11, Monday	Registration S2
October 12, Tuesday	S2 Begins
October 14, Thursday	Drop/Add/Refund Deadline- S2
October 20, Wednesday	Last Day to Withdraw with a W grade – Full Session
October 25, Monday	Priority Registration Opens - Spring Semester** (Current & Returning Students)
October 27, Wednesday	Early Registration Opens - Spring Semester ** (New Students)
November 11, Thursday	Veteran's Day Holiday (College Closed)
November 12, Friday	Last Day to Withdraw with a W grade – S2
November 22 – 24, Monday – Wednesday	Student Holiday
November 25 – 26, Thursday – Friday	State Holiday (College Closed)
December 10, Friday	Last Day of Classes* – Full Session/S2
December 13, Monday	Grades Due
December 14, Tuesday	Faculty/Staff Professional Development

### 2022 Spring Semester (202214)

January 10, Monday	Spring Semester Begins – Full and S1
January 10 – 12, Monday – Wednesday	Drop/Add/Refund Deadline – Full and S1
January 17, Monday	Martin Luther King Jr. Holiday (College Closed)
February 10, Thursday	Last Day to Withdraw with a W grade-S1
March 3, Thursday	Midterm – Full Session/S1 Ends
March 4, Friday	S2 Registration
March 7, Monday	S2 Begins
March 9, Wednesday	Drop/Add/Refund Deadline-S2
March 14, Monday	Last Day to Withdraw with a W grade – Full Session
March 21, Monday	Priority Registration Opens - Summer/Fall Semesters** (Current & Returning Students)
March 23, Wednesday	Early Registration Opens - Summer/Fall Semesters** (New Students)
March 28 – 31, April 1, Monday – Friday	Spring Break/Student Holiday
April 15, Friday	Last Day to Withdraw with a W grade – S2
May 4, Wednesday	Last Day of Classes* – Full Session/S2
May 5, Thursday	Faculty/Staff Professional Development
May 6, Friday	Graduation
May 9, Monday	Grades Due

### 2022 Summer Semester (202216)

May 18, Wednesday	Summer Semester Begins – Full
May 18 – 20, Wednesday – Friday	Drop/Add/Refund Deadline – Full
May 30, Monday	Memorial Day Holiday (College Closed)
May 31, Tuesday	Minimester Begins
May 31, June 1 – 2, Tuesday – Thursday	Drop/Add/Refund Deadline – Minimester
June 19, Friday	Midterm-Full Session
June 24, Friday	Last Day to Withdraw with a W grade-Full Session
June 30, Thursday	Last Day to Withdraw with a W grade-Minimester
July 4, Monday	Independence Day Observed (College Closed)
July 5 – 8, Tuesday – Friday	Summer Break/Student Holiday
July 28, Thursday	Last Day of Classes* – Full Session/Minimester
July 29, Friday	Grades Due

*\*\*Registration dates may be subject to change*

**COLLEGE HOLIDAY SCHEDULE**  
**AY 2021 - 2022**

<u>STATE HOLIDAYS</u>	<u>DATE OBSERVED</u>
Labor Day .....	Monday, September 6, 2021
Veteran's Day .....	Thursday, November 11, 2021
Thanksgiving Day .....	Thursday, November 25, 2021
State Holiday (Observed-moved from Jan) .....	Friday, November 26, 2021
Columbus Day (Observed-moved from Oct) .....	Thursday, December 23, 2021
Christmas Day .....	Friday, December 24, 2021
State Holiday (Observed-moved from April) .....	Monday, December 27, 2021
George Washington's Birthday (Observed) .....	Friday, December 31, 2021
New Year's Day .....	Monday, January 3, 2022
Martin Luther King Jr's. Birthday (Observed) .....	Monday, January 17, 2022
Memorial Day .....	Monday, May 30, 2022
Independence Day (Observed) .....	Monday July 4, 2022

## AY 2021 - 2022 STAFF IN-SERVICE / WORK DAY SCHEDULE

<b><u>Date</u></b>	<b><u>Scheduled Activities</u></b>
August 2 – 11, 2021	Work Days / Annual Leave
August 12 – 13, 2021	Work Days (semester planning)
August 16, 2021	Work Day / Registration
November 22 – 24, 2021	Work Days / Annual Leave
December 13, 2021	Fall Semester Grades Due / Work Day
December 14, 2021	Professional Development Day (Required) / Work Day
December 15 – 22, 2021	Work Days / Annual Leave
December 28 – 29, 2021	Work Days / Annual Leave
January 3 – 4, 2022	Work Days / Annual Leave
January 5 – 6, 2022	Work Days (semester planning)
January 7, 2022	Work Day / Registration
March 28 – 31, April 1, 2022	Spring Break / Work Days / Annual Leave
May 5, 2022	Professional Development Day (Required) / Work Day
May 6, 2022	Graduation (required)
May 9, 2022	Spring Semester Grades Due / Work Day
May 10 – 13, 2022	Work Days / Annual Leave
May 16, 2022	Work Day (semester planning)
May 17, 2022	Work Day / Registration
July 5 – 8, 2022	Summer Break / Work Days / Annual Leave
July 29, 2022	Summer Semester Grades Due / Work Day

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

		<b>Annual Budget</b>	<b>Current Year Revenue</b>	<b>Current Year Receivables</b>	<b>Current Year Expenditures</b>	<b>Net Amount</b>
01932	State Appropriation	21,138,380	7,046,125		6,757,895	288,230
01938	Adult Ed State Funds	913,500	304,498		323,212	(18,714)
18000	CMVOST - CDL Grant	105,115	27,815		27,815	0
19100	RSI - Student Success	792,315	131,192	54,844	186,036	0
2416W	Apprenticeship-AAI	94,329				0
2421A	Federal Work Study Funds	298,372	34,352	20,785	55,137	0
24999	OSHA Susan Harwood Grant	173,005	27,901	19,238	47,139	0
2621A	Adult Ed Federal Funds	1,341,000	234,453		383,502	(149,049)
26991	VBOC Grant	410,331	96,736	19,701	116,437	0
28128	DOE-Enhancing Capacity Plan	449,800				0
30142	SNAP	149,335	33,351	8,200	41,551	0
3230B	FY21 Carl Perkins	1,580,829	416,059	73,861	489,920	0
33421	Ag Vets/NIFA - USDA Grant	118,366				0
35315	CCampus Grant	173,856	17,797	24,737	42,534	0
3550A	FY21 WIOA Adult	499,757	42,301	52,980	95,281	0
3550D	FY10 WIOA Dislocated Worker	446,332	61,092	19,652	80,744	0
3550Y	FY21 WIOA Youth	384,366	33,586	28,821	62,407	0
36201	ECLC Quality Rated Grant		24,633			24,633
55002	Live Work - Cosmetology	19,000			2,995	(2,995)
55004	Live Work - Auto Tech	18,000	1,627		1,105	522
55011	Live Work - Child Dev Ctr	250,000	85,015		114,310	(29,295)
55024	Live Work - Dental Hygiene	42,000	10,495		12,251	(1,756)
55029	Live Work - Diesel Mechanic	1,000	892		868	24
60001	Tuition	15,649,134	4,933,823	1,388,978	7,066,253	(743,452)
60005	GED Testing	167,245	9,267		58,085	(48,818)
60015	Miscellaneous	1,000,000	202,635		115,626	87,009
60030	Testing Center	90,000	18,375		1,296	17,079
60133	Misc Income Registration Fees	910,000	314,449	28,397	82,756	260,090
60134	Misc Income Application Fees	70,000	225			225
60135	Student Technology Fee	1,575,000	527,204	55,914	377,898	205,220
60136	Misc Student Fees	1,000,000	549,442	42,626	107,216	484,852
61001	Continuing Education	250,000	45,992		121,143	(75,151)
61003	Business & Industry General	865,000	212,281		174,342	37,939
61125	DAU	260,580	64,295	21,715		86,010
61127	CLCP	16,000	3,378		3,378	0
61143	FAA	40,000	10,904		8,183	2,721
61158	CDL Testing	8,500	5,720			5,720
61161	American Heart CTC	40,000	5,939		4,991	948
61272	GDC Occupational Skills	1,373,158	316,014	101,137	443,653	(26,502)
61295	EOC Head Start	60,000	10,292		17,139	(6,847)
61335	A/E Miscellaneous				179,100	(179,100)
61337	Jones County A/L	20,000				0
62007	Concession Sales	105,000	4,879		5,433	(554)
90112	FY20 GA Dept of Corrections	100,000				0
90360	Child & Adult Care Food Prog	35,000	7,262	2,390	24,046	(14,394)
90391	Bright from Start PreK Funds	300,578	93,760		130,295	(36,535)
94358	DJJ Grant	240,000	51,697			51,697
95348	FY2019 MRR Bond	89,342	59,686		59,686	0
95357	FY2020 MRR Bond	529,186	86,462		86,462	0
95358	FY2020 Equipment Refresh	10				0
96221	FY21 DHS/DFCS Training Grant	108,738	25,224	5,134	30,358	0
<b>Grand Total</b>		<b>54,301,459</b>	<b>16,189,125</b>	<b>1,969,109</b>	<b>17,938,478</b>	<b>219,756</b>

Net to Date	219,756
Prior Year Carry-over	3,684,024
<i>Net Income, including Prior Yr Carry-over</i>	<u><u>3,903,780</u></u>

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

		FY2020			FY2021			FY21 vs. FY20
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	8,230,815	8,558,549	(327,734)	7,046,125	6,757,895	288,230	615,964
01938	Adult Ed State Funds	338,332	346,703	(8,371)	304,498	323,212	(18,714)	(10,343)
18000	CMVOST - CDL Grant	25,779	25,779	0	27,815	27,815	0	0
19100	RSI - Student Success	418,439	418,439	0	186,036	186,036	0	0
2421A	Federal Work Study Funds	82,477	82,477	0	55,137	55,137	0	0
24999	OSHA Susan Harwood Grant	58,802	58,802	0	47,139	47,139	0	0
25382	RUS Grant (A/E Equipment)	57,984	57,984	0			0	0
2621A	Adult Ed Federal Funds	377,510	466,628	(89,118)	234,453	383,502	(149,049)	(59,931)
26991	VBOC Grant	90,663	90,663	0	116,437	116,437	0	0
30142	SNAP	43,571	43,571	0	41,551	41,551	0	0
3230B	Carl Perkins	606,584	606,584	0	489,920	489,920	0	0
35315	CCampus Grant	29,890	29,890	0	42,534	42,534	0	0
3550A	FY21 WIOA Adult	92,711	92,711	0	95,281	95,281	0	0
3550D	WIOA Dislocated Worker	58,425	58,425	0	80,744	80,744	0	0
3549V	WIOA Vet	9,402	9,402	0			0	0
3550Y	WIOA Youth	83,208	83,208	0	62,407	62,407	0	0
36201	ECLC Quality Rated Grant	18,479		18,479	24,633		24,633	6,154
38190	GA Gear Up	917	917	0			0	0
55002	Live Work - Cosmetology	20,342	4,022	16,320	-	2,995	(2,995)	(19,315)
55004	Live Work - Auto Tech	17,584	1,759	15,825	1,627	1,105	522	(15,303)
55011	Live Work - Child Dev Ctr	91,693	141,916	(50,223)	85,015	114,310	(29,295)	20,928
55024	Live Work - Dental Hygiene	21,085	16,213	4,872	10,495	12,251	(1,756)	(6,628)
55029	Live Work - Diesel Mechanic	452	36	416	892	868	24	(392)
60001	Tuition	6,369,037	6,815,896	(446,859)	6,322,801	7,066,253	(743,452)	(296,593)
60005	GED Testing	19,896	53,967	(34,071)	9,267	58,085	(48,818)	(14,747)
60015	Miscellaneous	206,763	61,501	145,262	202,635	115,626	87,009	(58,253)
60030	Testing Center	25,328	3,470	21,858	18,375	1,296	17,079	(4,779)
60133	Misc Income Registration Fees	396,516	83,454	313,062	342,846	82,756	260,090	(52,972)
60134	Misc Income Application Fees	27,910		27,910	225		225	(27,685)
60135	Student Technology Fee	803,724	388,941	414,783	583,118	377,898	205,220	(209,563)
60136	Misc Student Fees	513,122	82,751	430,371	592,068	107,216	484,852	54,481
61001	Continuing Education	41,514	119,925	(78,411)	45,992	121,143	(75,151)	3,260
61003	Business & Industry General	859,357	297,034	562,323	212,281	174,342	37,939	(524,384)
61125	DAU	90,335	783	89,552	86,010		86,010	(3,542)
61127	CLCP	4,291	5,752	(1,461)	3,378	3,378	0	1,461
61143	FAA	45,011	8,406	36,605	10,903	8,183	2,720	(33,885)
61158	CDL Testing	11,155		11,155	5,720		5,720	(5,435)
61161	American Heart CTC	27,813	5,866	21,947	5,939	4,991	948	(20,999)
61272	GDC Occupational Skills	432,521	459,480	(26,959)	417,151	443,653	(26,502)	457
61295	EOC Head Start	15,437	23,169	(7,732)	10,292	17,139	(6,847)	885
61335	A/E Miscellaneous		205,725	(205,725)		179,100	(179,100)	26,625
61337	Jones County A/L	20,000		20,000			0	(20,000)
62007	Concession Sales	39,776	15,761	24,015	4,879	5,433	(554)	(24,569)
90112	Ga Dept of Corrections Testing			0			0	0
90360	Child & Adult Care Food Prog	17,755	35,997	(18,242)	9,652	24,046	(14,394)	3,848
90370	Two Gen Innovation Grant	3,333	3,333	0			0	0
90391	Bright from Start PreK Funds	89,587	116,353	(26,766)	93,760	130,295	(36,535)	(9,769)
94358	DJJ Grant	36,887	22,293	14,594	51,697		51,697	37,103
95348	FY2019 MRR Bond	71,551	71,551	0	59,686	59,686	0	0
95357	FY2020 Equipment Refresh			0	86,462	86,462	0	0
95358	FY2020 MRR Bond	304,975	304,975	0			0	0
96220	DHS/DFCS Training Grant	54,642	54,642	0	30,358	30,358	0	0
<b>Grand Total</b>		<b>21,303,380</b>	<b>20,435,703</b>	<b>867,677</b>	<b>18,158,234</b>	<b>17,938,478</b>	<b>219,756</b>	<b>(647,921)</b>

Net to Date	867,677	219,756	
Prior Year Carry-over	1,095,781	3,684,024	
Net Income, including PY Carry-over	<u>1,963,458</u>	<u>3,903,780</u>	<u>1,940,322</u>

## Adult Education Update

### CGTC Board of Directors Meeting

**Report Date:** October 26, 2020

**Meeting Date:** November 4, 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	1201	66,829	636	53%	197
FY21	623	28,289	95	15%	80

\*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	38	1,376	4	11%
ABE2 Beginning Basic Education	245	10,500	24	9%
ABE3 Intermediate Low	200	7,652	16	8%
ABE4 Intermediate High	40	1,585	4	10%
ASE1 Low	4	41	0	0%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	12	733	6	50%
ESL2 Low Beginning	24	1,941	14	58%
ESL3 High Beginning	12	1,050	5	42%
ESL4 Intermediate Low	22	1,379	8	36%
ESL5 Intermediate High	19	1,495	11	58%
ESL6 Advanced	7	535	3	43%
<b>TOTAL</b>	<b>623</b>	<b>28,289</b>	<b>95</b>	<b>15%</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
  - 18 students enrolled
- Career Plus HSE
  - 22 students enrolled
- Integrated Education & Training (IET)
- Bibb County- 3 students
- Youth Success Academy
  - 260 Approved Out of School Youth Students
  - 22 Work Experience Participants
  - 14 Enrolled in CGTC credit class
  - 5 GED® credentials earned
  - 3 Enrolled in Career Plus HSE

## AED Updates:

- Adult Education Blackboard Training and migration continues
- October 13                      Fall Session Two - AO and Career Plus HSE students begin
- October 14                      Blackboard Collaborate Only Class begins
- October 16                      ESL Recruitment event- International Curbside Food Event & Festival  
Co-Sponsored by CGTC Adult Education & Bibb County Schools  
Macon Campus, Building K. Served approximately 400 people.
- October 23                      Houston County Adult Ed Recruitment drive by Open House
- October 28                      Blackboard Collaborate Train-the -Trainer
- October 30                      Bibb County Adult Ed Recruitment drive by Open House
- October 30                      FY21 Grant Request for Funding Application (RFA) due
- November 9-20                BEST Plus & BEST Literacy Training

## Economic Development Update

### CGTC Board of Directors Meeting

**Report Date:** October 26, 2020

**Meeting Date:** November 4, 2020

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

#### Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
DAU	Various Courses (online delivery)	N/A	Various	10/1 – 10/31
Clean Control Corp.	Heartsaver First Aid CPR AED	1	8 hours	10/8
	Forklift Safety	2	8 hours	10/20
	Forklift Safety	3	8 hours	10/22
Kumho Tire Georgia	Leadership Development Series	20	8 hours	10/13
	Leadership Development Series	20	8 hours	10/20
Graphic Packaging	Forklift Training	2	8 hours	10/15
Baldwin Fire and Rescue	Forklift Safety	1	8 hours	10/22

#### Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
CTM –Professional Development	23	Varies	9/1-9/30
Public Speaking (VECTR)	14	8 hours	10/1 – 10/2
DHS CE	61	Varies	10/1 – 10/31
Professional Testing	12	Varies	10/1 – 10/31
Driver Training (drive only)	7	6 hours	10/1 – 10/31
Driver's Education (30/6)	11	36 hours	10/10 – 10/31
Ed2Go Online Training	1	24 hours	10/14 – 12/14
Ed2Go Online Training Series	1	48 hours	10/14 – 1/11
Ed2Go Online Training Suite	1	72 hours	10/14 – 2/8
Forklift Training	1	8 hours	10/15
FAA A&P Preparation Course	3	56 hours	10/17 – 10/23
CompTIA Security +	2	40 hours	10/19 – 10/23
Forklift Safety Training	1	8 hours	10/22

#### Integrated Education & Training (Truist Workforce Investment Grant):

Training Delivered	Number Trained	Length of Course	Training Dates
First Aid/CPR AED	2	8 hours	10/8

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

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Forklift Safety Training (PIT)	3 (1-Wagner Staffing)	7.5 hours	10/8
Forklift Safety Training (PIT)	2 (1-Barnes Paper Company)	7.5 hours	10/15
Lockout/Tagout	2 (2-Crown Candy)	3 hours	10/21
Forklift Safety Training (PIT)	10 (3-DeLong's Gizzard; 2-Henderson Chemical Company; 2-Middle GA Community Food Bank)	7.5 hours	10/23

**Industry Outreach:**

- Kamin, LLC – Bibb
- Amazon – Bibb
- Labor Finders - Bibb
- Surge Staffing - Bibb
- Premier Staffing - Bibb
- Spectra XP - - Bibb
- Macon Transit Authority - Bibb
- Goodwill – Bibb
- Clean Control Corporation – Houston County
- Sandler Nonwoven – Houston County
- Construction Specialties – Peach County

**Community Outreach:**

- Perry Area Chamber of Commerce Board of Directors Meeting
- Houston County Family Connection Board of Directors Planning Meeting
- Society for Human Resource Managers
- Leadership Perry Education Day
- Houston County Development Authority Board Meeting
- 21<sup>st</sup> Century Partnership – Charles H. Jones Advanced Technology Center Tour
- Macon Chamber of Commerce - Macon Matters

**Facilities:**

- **Over 170 visitors utilized the facilities at the Warner Robins** campus during the month of October including Middle Georgia RESA, American Red Cross, Grove Church, Houston County Board of Health, Perry Leadership Class, Houston County Board of Elections, International City Optimist Club, and Warner Robins Toastmasters Club.
- The **Macon campus** hosted a Middle Georgia RESA Substitute Teacher training on its campus October 15, 2020 and a Middle Georgia RESA Teacher and Learning meeting on October 29, 2020.
- **Over 80 visitors utilized the facilities at the Milledgeville** campus during the month of October including Milledgeville/Baldwin Chamber of Commerce, and Ocmulgee Judicial Circuit Court.

- Blue Bird Corporation conducted several onboarding and employee training events at the **Peach County Workforce Development Center** during the month of October

## Enrollment Services, Marketing, and Public Relations Update

**Report Date:** October 30, 2020

**Meeting Date:** November 4, 2020

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

### Enrollment and Registration

- A comparison of net registrants for Fall 2019 and Fall 2020 is shown in the chart below as of October 30, 2020
- The College is still enrolling S2 students for Commercial Truck Driving and Fall students for DCOR
- S2 **2020** total enrollees = 723 students (as of October 30, 2020) compared to S2 **2019** total enrollees = 586
  - S2 No Shows = 162 students for at least one course

#### Net Registration Day to Day comparison as of October 30, 2020

NET	Credit Registrants	HS Registrants	DCOR Registrants
Fall 2019	5355	2149	380
Fall 2020	5575	2196	260
Difference	220	47	-120

As of 10/30/2020: Total unduplicated headcount 8,040\*

Compared to Fall 2019 final unduplicated headcount: 8,244

Current difference of -2.5%

*\*Includes Accelerating Opportunity (AO) students*

### Admissions and Recruitment

- Enrollment processing for Spring Semester is ongoing; Classes begin January 7
- Working to contact students who were no showed for Fall S2 to encourage spring registration

### Financial Aid

- The FA department is awaiting notification for the exit conference for the A-133 audit
  - All requested documentation has been submitted to the auditor
  - The IT/Security/GLBA portion of the audit has just been completed
- Received notice of approval and signed Program Participation Agreement from DOE.

### High School Initiatives

- Working on finalizing fall semester dual enrollment student funding apps
- Megan White has joined the team as the High School Coordinator for Houston and Peach counties.
- Meeting regularly with all local school systems as COVID continues to impact students and schedules

## Marketing and Public Relations

- Developing marketing campaigns for new programs including Amazon Web Services Cert, Sustainable Agriculture, and evening welding in MV.
- Ongoing marketing for spring semester 2021
- Designing/preparing college annual report to the community
- Working to promote adult ed programs including the new Career + HSE program
- Campus News available at [www.centralgatech.edu/campus-news](http://www.centralgatech.edu/campus-news)

### **CGTC ADULT EDUCATION AND BIBB COUNTY SCHOOLS TO SERVE INTERNATIONAL COMMUNITIES WITH CURBSIDE FOOD DRIVE OCTOBER 16**

<https://www.centralgatech.edu/cgtc-adult-education-and-bibb-county-schools-to-serve-international-communities-with-curbside-food-drive-october-16>

### **HUTCHINGS COLLEGE AND CAREER ACADEMY, CGTC, PERDUE FOODS CELEBRATE WORK-READY STUDENTS**

<https://www.centralgatech.edu/hutchings-college-and-career-academy-cgtc-perdue-foods-celebrate-work-ready-students>

### **CGTC NOW ENROLLING FOR NEW SUSTAINABLE FARMING CERTIFICATE TO BEGIN JANUARY 2021**

<https://www.centralgatech.edu/cgtc-now-enrolling-for-new-sustainable-farming-certificate%e2%80%afto-begin-january-2021>

## VECTR Update

**Report Date:** October 26, 2020

**Meeting Date:** November 4, 2020

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

Statistics: 2 Aug 16 – 31 Oct 20:

- Provided 53,554 requested services to veterans, service members/families
- Career Coaching 3,163
- Community Resources 2,111
- Education-Financing 1,886
- Testing Center 3,515
- Entrepreneurship 3,183
- Department of Labor (DOL) 878
- Education-TCSG 2,271
- Education-USG 688
- United Way - Mission United 819
- WIOA 265
- Veterans Services (VSO) 33,992
- VA Health Enrollment 152
- Other 631
- Hosted - Hosted 20,244 more for base training/events

43.2% of customers come from the local area (CGTC 11-county service area)

40.6% of customers come from elsewhere in Georgia

16.2% of customers come from outside of Georgia

### CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
Welding	10	15	10/13-2/4
HVAC	14	15	10/13-2/4
Electrical Construction	9	15	10/13-2/4
Industrial Systems	9	15	10/13-2/4
CDL	10	1	10/14-10/21
Cisco Networking	9	15	08/18-12/11
Certified Ethical Hacker	3	1	10/19-10/23

**VBOC:**

Events	Location	Number Trained	Training Dates
B2B	Moody	1	10/1/20
B2B	Reboot	5	10/6/20
B2B	Hunter	12	10/13/20
B2B	Robins	15	10/13/20
B2B	SFL TAP	7	10/19/20
B2B	Reboot	10	10/20/20
B2B	Beaufort	14	10/23/20

**Outreach:**

Events	Location	Number Trained	Training Dates
CSP- Virtual	Stewart	21	10/1
CSP- Virtual	Hunter	11	10/7
CSP- Virtual	Stewart	29	10/8
CSP- Virtual	Hunter	32	10/15
CSP- Virtual	Hunter	11	10/21
CSP- Virtual	Stewart	51	10/22

**Industry/Community Outreach:**

- Hosted Disabled Veterans Employment Workshop presented by 78<sup>th</sup> Force Support Squadron (so well received, are scheduling monthly workshops)
- UPS Partnership Opportunity Tour/Discussion with the UPS Veteran representative
- VECTR Tour with Chris Travis, Chief Operating Officer Capstone Building Corp. Builders for the Gateway Pointe Apartments Phase II
- Georgia Southern Open House for MSEE courses taught at VECTR in Spring 2021

**Other news**

- Grant Submission to the National Endowment for the Humanities - Dialogues on the Experience of War
- Launched Unite US-New CRM Platform

**Upcoming**

- Certified Business Continuity Professional (2 - 6 November virtual)
- Drive-thru Veteran's Day Celebration (10 November)
- Gateway II Groundbreaking (19 November)



## Institutional Advancement Update

### CGTC Board of Directors Meeting

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**Report Date:** October 26, 2020

**Meeting Date:** November 4, 2020

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

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#### ***Events***

- CGTC Holiday Luncheon
  - Wednesday, December 16 @ noon
  - Larry Walker Multipurpose Facility (Building G, Warner Robins Campus)
  - Invitation forthcoming
- Casino Night Fundraiser
  - January 22, 2021 @ 7 pm
  - Charles H. Jones Advanced Technology Center (Macon Campus)
  - Soliciting sponsors

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

- Grants/Large Gifts
  - Navicent Health Foundation (request pending)
  - Working on several opportunities for adult education initiatives
- Georgia Education Advancement Council
  - Statewide organization for advancement professionals in higher education
  - Virtual conference on November 18-19
  - Advancement staff will participate
- Donor Database (Talisma by Anthology)
  - Data transition to new software platform almost complete
  - Software live by early November
  - Staff training in progress
- Operational
  - Finalizing FY20 operational goals
  - Initiating FY21 operational goals
  - Roof/wall repairs ongoing at the Macon campus bookstore
  - Transfer of property to Foundation's new LLC in process

## Institutional Effectiveness Update

### CGTC Board of Directors Meeting

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**Report Date:** October 22, 2020

**Meeting Date:** November 4, 2020

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

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### INFORMATION ITEMS

#### Grants

##### **Perkins V**

###### Budget:

- Budget revisions were reviewed and revised for the October amendment submission. Total budget remains the same as initial allocation (\$1,580,829.00) with individual line item allocation changes to personnel, equipment, professional development, and travel lines.

###### Reporting:

- IE team members are assisting in the System's review of the processes to implement Perkins V evaluation and stakeholder involvement in the Local Application process in light of COVID-19 operational changes that may have affected business and industry, secondary education, students, community organizations, and postsecondary stakeholder mode of operations. IE team members are developing a COVID-19 climate assessment survey to gather this information from external stakeholders to include in the PLANAR revision.

##### **CMVOST (Commercial Motor Vehicle Operator Safety Training) Grant**

Dept. of Transportation **\$42,252**

- Provides funding for tuition and fees to support military-affiliated students enrolled in the Commercial Truck Driving program
- Successfully completed annual Invoice Documentation Review

##### **Enhancing Agricultural Opportunities for Military Veterans grant**

Dept. of Agriculture/ Sub-award through STAG Vets, Inc. **\$391,914**

- Provides funding to develop and offer Sustainable Small Farm and Agriculture Technician TCC at the Milledgeville Campus beginning Spring 2021
- Intended to provide Georgia's veterans with the training required to become agricultural technicians, agribusiness entrepreneurs, and/or independent farmers
- Federal award documents received, student recruitment materials and webpage under development, and interviews of grant-funded faculty conducted by Academic Affairs

## **Veterans Business Opportunity Center (VBOC)**

Small Business Administration **\$475,000**

- Provides funding for VECTR to offer free entrepreneurship training for transitioning military in Georgia and South Carolina
- Project staff participated in Grant Solutions Grants Management Module Training

## **CARES Act: Higher Education Emergency Relief Fund**

Dept. of Education

- Student Aid: To provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to the COVID 19 pandemic
- Institutional Aid: To cover costs associated with significant changes to the delivery of instruction due to the COVID 19 pandemic
- Minority Serving Institution: To defray expenses associated with a transition to distance education
- College staff (Administrative Services, Enrollment Management, and Institutional Effectiveness) participated in Dept of Education webinar providing guidance on allowable costs and reporting requirements

## **Susan Harwood Capacity Building Grant**

Dept. of Labor **\$132,658**

- Provides funding for CGTC Economic Development to offer free OSHA training to small businesses and targeted populations through the Regional Safety Training Center
- Preparing budget amendment to add an additional trainer to grant-funded staff

## **New Application – Strengthening Community Colleges (SCC) Training Grant**

Dept. of Labor (Single Institution Application) **\$1,992,431**

- Funding would support delivery of accelerated occupational training and academic support services to dislocated, incumbent, and new workers, specifically in the Advanced Manufacturing, Logistics, and Healthcare industry sectors
- Application submitted October 2020, Awards projected December 2020

## **New Application – Strengthening Community Colleges (SCC) Training Grant**

Dept. of Labor/ TCSG (Consortium Application) **Approximately \$5,000,000**

- Funding would support development of a micro-credentialing platform and career pathways/ accelerated learning strategies, specifically in Information Technology, Advanced Manufacturing, and Healthcare industry sectors
- Application submitted to TCSG October 2020, State-level awards projected December 2020

## **New Application – Dialogues on the Experience of War Grant**

National Endowment for the Humanities **\$94,891**

- Funding would support development and delivery of a themed discussion series based on humanities sources about the experience of war, which would become the basis for a themed credit Humanities Course.
- Application submitted October 2020, Awards projected March 2021

## **Student Success Initiatives**

*Diverse: Issues in Higher Education* issued rankings for Top 100 Associate Degree Producers 2019 based on awards to minority students. <https://diverseeducation.com/top100/pages/AssociatesDegreeProducers2019.php>

- #1 nationally for African American graduates in Business Operations Support and Assistant Services
- #2 nationally for African American graduates in Mechanic and Repair Technologies/ Technicians
- #5 nationally for Total Minority graduates in Business Operations Support and Assistant Services
- #8 nationally for African American graduates in Mechanic and Repair Technologies/ Technicians
- #9 nationally for Total Minority graduates in Rehabilitation and Therapeutic Professions
- #78 nationally for African American graduates in All Disciplines Combined

## **TEAMS Outreach Center**

- CGTC's TEAMS Outreach Center has received 594 student alerts as of October 21, 98% of the 605 alerts received in Fall 2019 semester
- The four AmeriCorp-funded VISTA positions begin service on October 26. They will be located in the TEAMS Outreach Center (Room A403, Macon Campus).
- The VISTA members will support capacity-building efforts to impact students living in poverty by conducting outreach activities, identifying services and resources for low-income participants, and engaging volunteers or interns in serving alerted students.

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

- Bi-weekly virtual REACH Sessions offered during Fall Semester (every other Tuesday)
  - Eighteen (18) male students of color attended sessions live
  - A link to the session recording is distributed to all current and past REACH participants
- Invited Community Guests to present during fall REACH sessions
  - Blake Robinson (New Georgia Project) – non-partisan voter registration awareness
  - DeAnn Dent (Robins Financial Credit Union) – financial education coordinator
  - Dr. Ansley Booker (Mercer University) - Diversity & Inclusion Initiatives
  - Shon Barnwell (Barnwell Publishing) – woman, minority, veteran-owned business

## **Programmatic Accreditation**

- The Radiologic Technology-Warner Robins program received notification from JRCERT on October 16, 2020, notifying CGTC that after review of the requested interim report, the program documented compliance with all relevant Standards; therefore, the JRCERT awards: Maintenance of Accreditation for a Period of Eight Years. The next site visit is tentatively scheduled for the Second Quarter of 2024. No follow-up or visit was requested after review of the interim report. IE provided assistance in reviewing the interim report narrative, supporting documentation, and requested response prior to submission.
- The Cardiovascular Technology program received notification from JRC-CVT on October 7, 2020, that a virtual site visit has been scheduled for the Cardiovascular Technology program [Invasive Cardiovascular Technology and Adult Echocardiography concentrations] for October 30, 2020. IE is providing assistance with on-site material review and visit preparation.

## Professional Development and Special Projects

### Professional Development Sessions

Participants	Session	Description
123 (duplicated)	Surviving to Thriving: Taking COVID-19 Instruction to the Next Level	Many faculty taught in the online or hybrid classroom for the first time this past Spring term as a matter of surviving the COVID-19 challenge. As we continue to meet the needs of our students, it is time to take surviving these courses to thriving in these courses. This series was open to any faculty but intended for those faculty members new to online. This was a BlackBoard-free series of professional development sessions. Why BlackBoard-free? The purpose was to talk about online learning – and online learners – at the fundamental level.
12	Support Staff Development Academy	Program Specialists, Administrative Assistants, Business office personnel, and other Staff are <b>critical</b> to the College in their roles, enabling CGTC to be one of the best in our state. This Support Staff Development Academy is a series of professional development sessions intended to provide the skills and knowledge needed to develop the effectiveness of CGTC full-time, non-faculty staff.
44	Destructive Dialogue	This new session discussed primarily written but also verbal interactions with students from faculty and staff that are perceived as rude or disrespectful. Techniques were discussed to minimize these perceptions and maximize positive student exchanges.
18	Critical Thinking	Critical thinking can be defined as the analysis of facts in order to form a judgement. We would all like for our graduates to be able critically think in the workplace; unfortunately, many of our students have not developed that skill in the classroom as yet. This session discusses critical thinking and uses a foundation of five skills that all contribute to the practice of critical thinking. These five skills include Problem-Solving, Decision-Making, Evaluating, Reasoning, and Analyzing.
7	Under-Prepared Students	This session explores the characteristics of under-prepared students. In many cases, we as faculty struggle with understanding the students in our classes; they are not built like we are! How many of us wish students came with better developed critical thinking skills? Math skills that are relevant to the program? Intuition? This session will discuss that under-prepared means and how we might address those challenges.
9	Teaching Students How to Learn	A great many of our students are either first-generation college students, haven't been in school for a great deal of time, or weren't particularly great students the last time they were in a classroom. This session gives suggestions and tips for how to develop our "customers" into "students" by developing their study habits, note-taking, etc.

**Program Curriculum Review** update of completed programs:

<b>Fall 2018 Review of AY 2017 Data</b>	<b>Spring 2019 Review of AY 2018 Data</b>	<b>Fall 2019 Review of AY 2019 Data</b>	<b>Under Peer Review *</b>
Automotive Technology	Barbering	Accounting	Banking and Finance Technology
Cardiovascular Technology and Echocardiography	Business Management	Aircraft Structural Technology	Cosmetology
Computer Information Systems	Commercial Truck Driving	Associate of Science in Nursing	Dental Hygiene
Criminal Justice	Medical Assisting	Clinical Laboratory Technology	Early Childhood Care and Education
Dental Assisting	Para-medicine	Engineering Technology	Orthopedic Technology
Electronics Technology	Radiologic Technology	Logistics Management	Surgical Technology
Industrial Systems Technology		Nurse Aide	Welding and Joining Technology
Machine Tool Technology		Polysomnography	
Nursing LPN			

\*All CGTC programs will have completed their triennial review by December, 2020.

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

### **Outreach/Recruitment:**

- SNAP E&T Presentations
  - Individuals (2 students)
  - Groups: VECTR (40 students)

### **Reverse Referrals: 11**

### **“Connect and Share” Information: (Disseminated to 90 SNAP Recipients)**

- SNAP E&T Informational Flyer
- Double Your Food Dollars (at Local Farmers Markets)
- TEAMS Self-Alert Instructions
- Library/ASC Workshops
- Student Success Guide
- Adult Education International Curbside Food Drive and Festival
- Healthy Living & Nutrition Tips
- Self-Empowerment/Inspirational Quotes
- Job Opportunities/Career Fairs
  - Sandler
  - Clean Control

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

- Financial Aid/Education (5 students)

### **Breaking Barriers Sessions: (2 students)**



## Student Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** October 23, 2020

**Meeting Date:** November 4, 2020

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

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Student Affairs is preparing for spring semester enrollment. New student registration begins November 16<sup>th</sup>. The Care center will expand by advising students face to face and virtually on the Milledgeville campus. Counseling and Campus Life departments are preparing a spring schedule to include virtual activities and events.

#### **Career Services**

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

#### **Campus Life**

Campus Life will be participating virtually in the 100 Black Men Career Fest on November 5<sup>th</sup>. Clubs and organizations continue to meet virtually.

#### **Counseling Department**

The department will continue to offer Mental Health First Aid training.

International Stress Awareness Day	November 6 <sup>th</sup>
World Kindness Day	November 13 <sup>th</sup>
International Survivors of Suicide Day	November 21 <sup>st</sup>

Students and faculty/staff will receive information on each day to support the causes or those who may have been affected.

#### **Police/Security**

The unit continues to work with TCSG and GEMA to support COVID-19 mitigation efforts.

All CGTC police officers have received the latest recommended and mandatory Use of Force, Use of Deadly Force and De-Escalation Training.

The department has hosted/trained with Warner Robins Police K-9 Division, Warner Robins S.W.A.T. Team, Houston County Sheriff's K-9 & Traffic Divisions and Bibb County Sheriff's Office Range/Firearms Training.

#### **Athletics**

Student athletes continue to participate and following the recommended guidelines provided by NJCAA  
<https://www.njcaa.org/general/2019-20/releases/20200618nx2y02>



Men and Women Basketball will have a few scrimmage games beginning in November as they prepare to open the season in January 2021.

## Cross Country

With six runners finishing in the top-10, the CGTC men's cross-country team earned a first-place team finish over Georgia Military College and the title of 2020 GCAA Men's Cross-Country Champions. Both teams will travel to Fort Dodge, Iowa to compete in the National Junior College Athletic Association (NJCAA) Division I Men's & Women's Cross-Country Championships on November 14<sup>th</sup>.

🏆 GCAA Men's Cross-Country Champions

🏆 GCAA Men's Runner of the Year      Luis Alvarado

🏆 GCAA Women's Runner of the Year      Anna Ashe

🏆 GCAA Men's Coach of the Year      Craig Lawson

