

Central Georgia Technical College

Local Board of Directors Meeting & CGTC Foundation Board of Trustees Meeting

AGENDA

Wednesday, December 11, 2019

A Building, Room 229 – Warner Robins Campus

10:30 a.m. – 11:00 a.m.

Call to Order

Mr. Danny Carpenter and
Mr. Steve Williams

Invocation and Pledge of Allegiance

Approval of Minutes

- Board of Directors
- Board of Trustees

Mr. Danny Carpenter
Mr. Steve Williams

President's Report

Dr. Ivan Allen

Old Business

- Board of Trustees: Dormitory Project – ACTION ITEM

New Business

Adjourn

Central Georgia Technical College Board of Directors

Local Board Meeting

Monday, October 28, 2019

6:00 p.m. – 6:10 p.m.

TSCG Fall Leadership Conference – Hyatt Regency Savannah, Plimsoll Room

In Attendance

Allen, Ivan

Bailey, Karen

Buzzell, Marsha

Carpenter, Danny

Couch, Mike

Jennings, Manse

Scruggs, Jeff

Steele, Danielle

Williams, Avis

Wilson, Eric

I. Call to Order

Mr. Danny Carpenter called the meeting to order at 6:00 p.m.

II. Invocation

Mr. Mike Couch led the invocation.

III. Approval of Minutes

The October 2, 2019 meeting minutes were approved.

IV. New Business

Information items for Adult Education and Institutional Effectiveness were provided for review.

V. Meeting Adjourned

The Board of Directors meeting was adjourned at 6:10 p.m.



Adult Education Update

CGTC Board of Directors Meeting

Report Date: December 4, 2019

Meeting Date: December 11, 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	1,382	90,525	589	43%	272
FY20	1,181	81,255	481	41%	256

**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	113	9,298	44	39%
ABE2 Beginning Basic Education	513	36,197	188	37%
ABE3 Intermediate Low	307	18,120	127	41%
ABE4 Intermediate High	63	3201	27	43%
ASE1 Low	1	22	1	100%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	32	2574	15	47%
ESL2 Low Beginning	52	3756	23	44%
ESL3 High Beginning	37	3091	24	65%
ESL4 Intermediate Low	22	2062	14	64%
ESL5 Intermediate High	29	1905	11	38%
ESL6 Advanced	12	1032	7	51%
TOTAL	1,181	81,255	481	41%

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 Program

- 41 students enrolled
- BB&T Workforce Investment Program
 - 43 students completed
 - 99 certifications earned
- Youth Success Academy
 - 207 Approved Out of School Youth Students
 - 17 Work Experience Participants
 - 15 Enrolled in CGTC credit class

Information Items:

- November 4-22 BB&T Workforce Investment Program
Macon Cohort A- 13 Participants
- November 12-
December 4 BB&T Workforce Investment Program
Warner Robins Cohort B- 8 Participan

Upcoming Events:

- December 4-5 ESL Winter Summit (Gwinnett Technical College), Lawrenceville, GA
- December 13 Professional Development



Economic Development Update

CGTC Board of Directors Meeting

Report Date: December 3, 2019

Meeting Date: December 11, 2019

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

Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
41 WMGT	Getting the Most from Excel 2010	1	7 hours	10/30
Blue Bird	Production Welder Training	8	123 hours	10/8 – 11/15
CGTC	Heartsaver Instructor	1	16 hours	10/17 – 10/18
Clean Control	Total Quality Management Overview (ToolingU)	1	Online	10/8
DAU	Various Courses	94	Varies	10/1 – 10/31
	Various Courses	71	Varies	11/1 – 11/30
Georgia Bureau of Investigations	Heartsaver Instructor	2	16 hours	10/17 – 10/18
Macon Transition Center	OSHA 10	15	10 hours	10/5 – 10/26
	Forklift Safety Training	11	8 hours	10/19
	OSHA 10	9	10 hours	10/19 – 10/20
	Forklift Safety Training	10	8 hours	10/26
	OSHA 10	5	10 hours	11/2 – 11/3
	Forklift Safety Training	8	8 hours	11/16
Riverbend Correctional Facility	120 Hour Welding Fundamentals	6	120 hours	11/4 – 11/22
Graphic Packaging - Perry	Forklift Safety Training	6	8 hours	10/3
	Forklift Safety Training	8	8 hours	10/15
	Getting the Most from Excel 2010	1	7 hours	10/30
	Forklift Safety Training	1	8 hours	10/31
	Forklift Safety Training	1	8 hours	11/5
Houston Healthcare	Advanced Leadership	15	7 hours	11/15
HSM Solutions	Leadership Development Series	22	24 hours	10/7 – 10/9

Irving Consumer Products	Getting the Most from Excel 2010	1	7 hours	10/30
	Forklift Safety Training	1	8 hours	11/5
	Introduction to Excel 2010	2	7 hours	11/20
Kellstrom Defense Aerospace	First Aid/CPR Class	8	8 hours	10/29
Law Office of Emmett L. Goodman, Jr.	Introduction to Excel 2010	1	7 hours	11/20
Macon Water Authority	Introduction to Excel 2010	2	7 hours	11/20
Ortho Georgia	Getting the Most from Excel 2010	1	7 hours	10/30
Plant Scherer-Ga Power	Getting the Most from Excel 2010	1	7 hours	10/30
Premier Staffing	Forklift Safety Training	2	8 hours	11/5
Pruitt Health Care	C.N.A	8	135 hours	9/23 – 12/11
RAFB	Heartsaver Instructor	1	16 hours	10/17 – 10/18
WR-ALC	Production Environment Readiness	27	43 hours	10/3 – 10/11
	AS9100 Purchasing Procedures	23	8 hours	10/10
	General Maintenance Procedures	10	32 hours	10/14 – 10/17
	Aircraft Fastener Hole Preparation & Workmanship	15	3 hours	10/18
	Production Environment Readiness	32	43 hours	10/18 – 10/28
	General Maintenance Procedures	3	32 hours	10/28 – 10/31
	Production Environment Readiness	10	43 hours	10/31 – 11/8
	Production Environment Readiness	17	43 hours	11/15 – 11/21

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Drivers Education	19	36 hours	10/1 – 10/31
Driver Training (Drive Only)	7	6 hours	10/1 – 10/31
Professional Testing	21	Various	10/1 – 11/30
Forklift Safety Training	1	8 hours	10/3
Forklift Safety Training	9	8 hours	10/7
Security+	6	40 hours	10/7 – 10/11
Certified Ethical Hacker	11	40 hours	10/21 – 10/25
First Aid CPR AED	2	7 hours	10/24

First Aid CPR AED w Child & Infant CPR	1	8 hours	10/24
BLS Provider	1	4 hours	10/25
Forklift Safety Training	7	8 hours	10/31
Drivers Education	17	36 hours	11/1 – 11/30
Driver Training (Drive Only)	5	6 hours	11/1 – 11/30
Security+	4	40 hours	11/4 – 11/8
Forklift Safety Training	2	8 hours	11/5
BLS Provider	2	4 hours	11/15

BB&T Workforce Investment Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
OSHA 10-hour for General Industry	16	10 hours	10/16 – 10/17
AHA First Aid/CPR/AED	4	8 hours	10/23
Forklift Safety Training	5	8 hours	10/24
AHA First Aid/CPR/AED	9	8 hours	10/30
Forklift Safety Training	8	8 hours	10/31
OSHA 10-hour for General Industry	13	10 hours	11/6 – 11/7
AHA First Aid/CPR/AED	7	8 hours	11/20
Forklift Safety Training	6	8 hours	11/20
AHA First Aid/CPR/AED	6	8 hours	11/21
Forklift Safety Training	7	8 hours	11/21

U.S. DoL OSHA Susan Hardwood Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
Forklift Safety Training	3	7.5 hours	11/5
Forklift Safety Training	3 (Advanced Project Consulting)	7.5 hours	11/6
Forklift Safety Training	1	7.5 hours	11/19

Industry Outreach:

- Blue Bird – Peach County
- Houston Co. Business & Industry Group Meeting – Houston County
- WR-ALC – RAFB
- CGTC Campus Tour with Perdue Farms – Houston County
- Kumho Tire site visit and training needs discussion – Macon-Bibb County
- Robins Regional Chamber Aerospace Industry Committee Meeting – Houston County
- Middle Georgia Employers Association meeting
- Houston Healthcare – Houston County
- AIS Direct Warehousing – Houston County
- Food Service Partners – Baldwin County
- Robins Financial – Houston County
- Irving Tissue – Macon-Bibb County
- Perdue Farms Quick Start Project Closeout Meeting – Houston County

- Perkins V Stakeholder Meeting (Graphic Packaging International, Blue Bird, Kumho Tire)
- Macon-Bibb County Industrial Authority – Project Announcements – Dean Baldwin Painting and Irving Tissue

Community Outreach:

- Apprenticeship 101 Presentation – Peach County
- Middle Georgia Regional Commission – Annual Meeting
- Macon-Bibb – Workforce Development Discussion
- Macon Chamber – Workforce Partners Collaborative Engagement Meetings and Purpose Built Community (Pleasant Hill) Presentation
- Macon – Bibb Chamber of Commerce - Salute to Business Luncheon
- Perry Chamber of Commerce - State of the Community Luncheon
- Middle Georgia Economic Alliance Works Meeting
- Career Women’s Networking Luncheon
- WorkSource Georgia Academy
- Education Task Force – Macon Cultural Plan
- Georgia Economic Developers Association – Monthly Meeting
- Pulaski Archway Executive Committee Meeting
- Macon-Bibb Chamber of Commerce – Business After Hours
- Society of Human Resource Management – Monthly Meeting

Facilities:

- **Over 4,135 visitors utilized facilities at the Warner Robins** campus during the months of October and November including Middle GA RESA, Grove Church, US Congressman Austin Scott’s Office, Blue Bird, Central Georgia Arts & Alliances, White Columns HOA, Life League, Boeing, HCBOE, GA Institute of Technology, Houston County Family Connections, Better Business Bureau, International Optimist Club, WRPD, GA Department of Human Services, Association for the Deaf, Toastmasters, Bright From the Start, Houston County Cotillion, Frito Lay, Alpha Kappa Alpha Sorority, and Delta Sigma Theta Sorority.
- **Over 1,325 visitors utilized facilities at the Macon** campus during the months of October and November including Middle GA RESA, Interfor Corporation, Irving Consumer Products, Armstrong World Industries, Region V EMS Advisory Committee, Orange Duffle Bag/GEAR UP GEORGIA, Governor’s Office of Student Achievement, Technical College System of Georgia, Bright from the Start Quality Rated Advisory Board, MidSouth Community Federal Credit Union, Department of Early Care and Learning, , Georgia Fire Inspectors Association, Georgia College and State University, Governor’s Office of Student Achievement, Georgia Department of Revenue, Middle Georgia P-20 Collaborative, Anthem Blue Cross Blue Shield, Georgia Society of CPAs, Department of Behavioral Health and Developmental Disabilities, Carl Vinson Institute of Government, Air National Guard, Southern Company, and the State Bar of Georgia Institute of Continuing Legal Education
- **Over 525 visitors utilized facilities at the Milledgeville** campus during the months of October and November including Baldwin County Chamber of Commerce, Carl Vinson Institute of Government/University of Georgia, Georgia Department of Corrections, Elizabeth Gallo Court Reporting,

Georgia Department of Juvenile Justice, Georgia Department of Labor, Baldwin County School System, Baldwin County Commissioners, City of Milledgeville, and the Technical College System of Georgia

Facilities and Ancillary Services Update

Report Date: December 5, 2019

Meeting Date: December 11, 2019

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

Police/Security

Georgia Aviation Partnership:

Lt. Anderson and Chief Wilbanks met with RAFB officials for the initial Security Team meeting regarding the Robins North project, and Mr. Faircloth and Chief Wilbanks met with the team to finalize the first phase of the security protocol.

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 is scheduled for December 10, 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

Overall, progress is close on schedule and within budget to date.

Facilities

During the month of November the maintenance department responded to 162 maintenance requests. The maintenance department also oversaw the moving of the large jet engine from the airplane tarmac at the Warner Robins campus to the old Yulista hangar at the Macon airport. We are 95% complete with the installation of the HVAC unit in the automotive lab on the Warner Robins campus. The gutter installation on the Milledgeville campus is complete. The card key/Emergency lockdown bid package is with XVP to be presented to Leadership team and then should be ready to go out for bid. Our Macon Custodial and

Maintenance staff conducted a soft lockdown of the entire Macon campus due to a close by off campus disturbance. New clock motors have been installed in the clock tower on the Warner Robins campus. Final adjustments are in process, after which the tower will be reconditioned. 90% of the Macon campus parking lots have been restriped. The other 10% should be completed by the end of December. We have located and marked all equipment and power locations in the Robins North building to facilitate installation of needed electrical supply. Moving equipment from programs to this location is pending construction and renovation completion.

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, with an anticipated Temporary Occupancy for the classrooms of December 13, 2019, and full occupancy by December 31, 2019. Furniture is scheduled to be delivered and installed December 30, 2019. Renovation of the lab portion of the building is 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.

November	Warner Robins Campus	Macon Campus	Milledgeville Campus	VECTR Center	Eatonton Center	Fort Valley Center	Hawkinsville Center	Total
Calls for Service/Emergency								
Calls for Service/Non-Emergency	398	338	60	309	4	41		1150
Alledged Weapon Offenses		0						
Alledged Sex Offenses		0						
Arrests	1	1						2
Assist motorist/Unlock	4	6						10
Assist motorist/Jump	3	14						17
Assist motorist/Other	2		1				1	4
Traffic Stops								
Agency Assist		1						1
Incident Reports	2	6						8
Miscellaneous Reports	2	2		1				5
Accident Reports		1						1
Injury Reports		1						1
Code of Conduct Complaint/Report		1		1				2
Checked Fire Extinguishers	32	97	56	18	12		1	216
Special Event Detail	18	7						25
Parking Tickets/Warnings	34	28	4					66

VECTR Update

Report Date: December 3, 2019

Meeting Date: December 11, 2019

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

Statistics: 2 Aug 16 – 30 Nov 19:

- Provided 43,211 requested services to veterans, service members/families
- Career Coaching 2,687
- Community Resources 1,779
- Education-Financing 1,562
- Testing Center 2,533
- Entrepreneurship 2,061
- Department of Labor (DOL) 779
- Education-TCSG 1,660
- Education-USG 583
- United Way - Mission United 688
- WIOA 205
- Veterans Services (VSO) 28,674
- Hosted - Hosted 19,810 more for base training/events

CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
CDL	19	8	10/9-12/5
HVAC	15	15	8/13-12/6
Welding	10	15	8/13-12/6
CompTIA Security Plus Bootcamp	4	1	11/4-11/8

Training events:

Name	Number Trained	Length of Course (Days)	Training Dates
CACJ (Veterans Treatment Courts)	50	1	11/1
AF DCGS	25	1	11/5
Patricio Enterprises Veteran Job Fair	30	1	11/6
Robins AFB EMXG	20	4	11/12-11/15
C-17 Contracting Summit	25	4	11/12-11/15
AFLCMC/WFNR MSO	40	4	11/12-11/15
78 ABW/SCPD	20	1	11/14
Air Force Reserve Exam	16	5	11/18-11/22
AF DCGS	25	1	11/19
78 ABW/SCPD	20	1	11/20
AF DCGS	25	1	11/20
GAVCO	80	1	11/21

Workshops conducted:

Name	Organization	Number Trained	Training Dates
Basic Computer Skills II	Mercer University	20	11/5
VA Disability Workshop	Chief Rodriguez	20	11/5
HUD/VASH	Veteran Affairs	15	11/5
Peer Discussion Group	Ronald Johnson (VA)	6	11/13
Peer Discussion Group	Ronald Johnson (VA)	6	11/27

VBOC:

Events	Location	Number Trained	Training Dates
B2B	Charleston	14	11/12-11/13
B2B	Albany	4	11/12-11/13
ANG Yellow Ribbon	Atlanta	267	11/18-11/19
B2B	Jackson	16	11/19-11/20
B2B	Benning	26	11/20-11/21
B2B	Stewart	26	11/26-11/27

Outreach:

Events	Location	Number Trained	Training Dates
CSP	Hunter AAF/Ft. Stewart	15/65	11/6-11/7
CSP	Ft. Benning	12	11/6
CSP	Hunter AAF/Ft. Stewart	6/22	11/19-11-21
CSP	Ft. Benning	11	11/20

Industry/Community Outreach:

Workforce conference (breakout session on veteran hiring, ~50 attendees)

Veteran's Day proclamation at the Capital

Veterans Day Celebration (~250 attendees)

Georgia Veterans Certifying Official Conference (GAVCO)

Gateway Pointe Apartments Ribbon Cutting (6 apartments designated for VECTR)

Keynote for Order of the World Wars Veterans Day celebration (~100 attendees)

Keynote for Methodist Men (FL) Veterans Day celebration (~300 attendees)

Southeast Council of Military Educators Town Hall

Advisory Committee meetings (industrial systems, CDL)

Graphic Packaging International tour

Frito Lay, Tractor Supply, Gilmer

International Brotherhood for Electrical Workers

78 Air Base Wing Commander & Command Chief tour

Returning Veterans Task Force (Emory Brain Health Center)



Institutional Advancement Update

CGTC Board of Directors Meeting

Report Date: December 3, 2019

Meeting Date: December 11, 2019

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

Events

- Holiday Luncheon hosted by the CGTC Foundation
 - December 11 @ Warner Robins campus
- 2019 Donor Appreciation Event
 - December 17 @ Watson Building (Warner Robins campus)
 - 4:30 pm (short program begins at 5 pm)
- *Pomp & Circumstance Casino Night Fundraiser* benefitting student scholarships
 - January 31 @ the Macon campus
 - 7 pm
 - Soliciting sponsors
 - Tickets on sale now

Special Projects

- Large Gifts and Grants
 - Google.org Impact Challenge Grant (VECTR)
 - Up to \$175,000 for training equipment for industrial systems maintenance
 - Robins Financial Credit Union
 - \$50,000 requested for financial training center at the Warner Robins campus as well as student scholarships for related programs
 - Community Foundation of Central Georgia Action Mini Grant (Adult Education)
 - "Each One Teach One" request for continued funding to reach underserved citizens in central Georgia who are seeking to obtain GED
- In Kind Donations
 - Equipment
 - Vehicle for Milledgeville automotive program (GM)
 - C-arm mobile imaging equipment (Navicent Health)
 - Pipe threaders industrial systems (Southern Company)
 - Property – Clark Street (closing pending)
- Dormitory Project
 - Meeting with Trustees on December 11 to vote on moving forward with securing funding for dormitory



Satellite Operations Update

CGTC Board of Directors Meeting

Report Date: December 4, 2019

Meeting Date: December 11, 2019

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

Milledgeville Campus/Baldwin County:

- Milledgeville On the Table Events were held on October 30th. CGTC participated in the Access to Higher Education in Milledgeville event hosted by GMC.
- The College was represented at the Baldwin School District TOTY (Teacher of the Year) event held on November 21st.
- BCCA (Baldwin College and Career Academy) is up for recertification in March 2020. Certification Training for the Governing Board was held on December 4th. Dana Davis and Jackie Turner serve on the board.

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

- Approaching End of Semester term 2 with open registration: Current Fall Semester 2019(202012) term: 43 credit-enrolled students for the HWDC and 31 credit-enrolled students at the PCRWDC
- PCRWDC develops key partnership as it hosted Bluebird's Factory Based Technician Training and the 7 Week Blue Bird Training for Welders.
- Georgia Power Foundation awarded \$4,250 Grant to CGTC Adult Education partner, Help Network, Inc. (CLCP at the HWDC)
- HWDC hosted Frito Lay employee training.
- Representing the Middle Georgia Economic Alliance Workforce Initiative, Peach and Pulaski are part of the Region 6 CTAE Directors- Economic Development Partners-Industry Stakeholders-Education Stakeholders (Workforce Needs Exercise).

Putnam County Center:

- Carrie Dietrich attended the October and November School Governing Authority meetings at Putnam County Middle School. She serves as a community representative.
- Carrie Dietrich served as a judge for the Putnam County Charter School System's Teacher of the Year on October 22. She attended the TOTY reception on the evening of November 21st. Ms. Jennifer Puckett was named the school system's teacher of the year.
- On October 23, residents from the HOPE house visited the Milledgeville campus for an information session about the college and campus tour. The HOPE house is a part of the Oconee Center Substance Abuse Treatment Program and provides temporary housing to help residents remove as a barrier. The services there help individuals to get back to their natural communities and help them find permanent, stable housing. The residents also participate in a Single and Parenting support group through the Milledgeville First Baptist Church. Ms. Dietrich is working with this group to help transition the residents to enroll in CGTC's adult education and college credit programs.

- The Putnam Center hosted the S.A.F.E animal mobile clinic on November 6th. This organization utilizes the parking lot and offers low cost spay and neutering for pets.
- Ms. Dietrich represented CGTC at the Executive Leadership Forum at Georgia College on November 18th. Angelo Bizzarro from Food Service Partners discussed the renovations and re-opening of the Bobby Parham Kitchen at the old Central State Hospital. The CGTC Economic Development division is working on helping train employees.