

# Central Georgia Technical College

## Local Board of Directors Meeting

# AGENDA

Wednesday, February 12, 2020

H Building – Room 106, Milledgeville Campus

10:30 a.m. – 12:00 p.m.

### Call to Order

Mr. Mike Couch

### Invocation and Pledge of Allegiance

### Special Presentation - 2020 EAGLE/GOAL/Rick Perkins Winners

### 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
  - Facilities Mr. Jimmy Faircloth
  - VECTR Center Col. (Ret.) Patricia Ross
- Institutional Advancement Ms. Tonya McClure
- Institutional Effectiveness Ms. Deborah Burks
- Satellite Operations Ms. Dana Davis
- 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 and the CGTC Foundation Board of Trustees  
Joint Board Meeting**

Wednesday, December 11, 2019

10:30 a.m.

Central Georgia Technical College – Warner Robins Campus, A229

***In Attendance***

Allen, Ivan

Bailey, Karen

Barbee, Ed

Brown, Brenda

Burks, Deborah

Carpenter, Danny

Chewning, Christy

Collins, Brad

Danzie, David

Davis, Dana

Faircloth, Jimmy

Ferguson, Steven

Gentry, Laura

Griffeth, Hank

Griner, Andrea

Harmon, Al

Holloway, Amy

Jackson, Craig

Jennings, Manse

Jones, Clint

Keadle, Gina (electronic)

Martin, Shellissa

McClarnon, Diana

McClure, Tonya

Nester, DeAnn

O'Hara, Mike

Scruggs, Jeff

Siniard, Michelle

Steele, Danielle

Williams, Avis

Williams, Steve

**I. Call to Order**

*Mr. Danny Carpenter and Mr. Steve Williams called the meeting to order at 10:32 a.m.*

**II. Invocation and Pledge of Allegiance**

*Mr. Mike O'Hara led the invocation, and Mr. Ed Barbee led the Pledge of Allegiance.*

**III. Approval of Minutes**

*The minutes for each Board's previous meetings were approved.*

**IV. New Business**

*Dr. Al Harmon, the new Dean for Health Sciences, was introduced to the Boards.*

*Mr. Jeff Scruggs provided a student housing update to the Boards, to include the Preliminary Feasibility Study conducted by Easlan Capital.*

*The CGTC Foundation Board of Trustees voted to allow the Foundation's Executive Committee to act on behalf of the Foundation Trustees regarding the dormitory project, which includes facilitating investment opportunities and/or financial negotiations. Once those are completed, the Board of Trustees will have final approving authority on the project.*

**V. Meeting Adjourned**

*The meeting was adjourned at 11:05 a.m.*



## Academic Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** February 5, 2020

**Meeting Date:** February 12, 2020

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

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#### ***Rick Perkins Award for Excellence in Technical Instruction (Teacher of the Year)***

Ms. Jessica Willcox (Nursing) received CGTC's 2020 Rick Perkins Award as Teacher of the Year and will participate in the regional competition later this month for the statewide award. CGTC also recognized Susana Zody (Adult Education) as its Adjunct (part-time) Teacher of the Year during the Honors Day ceremony in December.

#### ***Aerospace, Trade & Industry***

For the third year, Dean Mike Engel helped coordinate and host the Trade and Industrial Educators of Georgia (TIEGA) winter conference on a CGTC campus. On Feb 6-8, approximately 200 high school educators attended a series of workshops on the Macon campus, including a SkillsUSA pre-conference. TIEGA attendees had the opportunity to tour CGTC's Charles Jones Advanced Manufacturing Center, as well as other program areas on campus.

#### ***Aircraft Structural Technology***

On February 17, CGTC's Aircraft Structural Technology (ASTT) program will officially begin classes in the Boeing building of the Macon-Bibb Regional Airport, with over 50 students enrolled in 5 courses.

#### ***Dental Hygiene***

On February 5, the Dental Hygiene students travelled to Dooly County and placed fluoride varnish on 42 underserved children and placed 84 preventive sealants (a protective resin coating on the biting surfaces of permanent molars) on the underserved children's teeth as well.

#### ***Electrical Systems Construction & Maintenance***

CGTC signed an MOU apprenticeship agreement with MetroPower, an electrical contractor in Macon, to students the opportunity to gain paid on-the-job training while taking CGTC classes toward the attainment of the Electrical Systems diploma. The apprenticeship program will be sponsored through the Georgia Department of Labor.

#### ***Logistics (Supply Chain Management)***

CGTC signed a Memorandum of Understanding (MOU) with the 638th Supply Chain Management Group (638th SCMG) and the 431st Supply Chain Management Squadron (431st SCMS) to establish an internship program for CGTC AAS graduates in Logistics Management pursuing a bachelor's degree in field. Key components of the internship will be the integration into collaboration with faculty and base personnel for research, fostering work experience and training as an extension of their learning, and providing opportunity to continue their growth and study as employees upon graduation.

***Radiologic Technology***

The Macon campus class of 2019 passed their national registry with an 88% rate on the first attempt. The program also submitted its completed self study to The Joint Review Committee on Education in Radiologic Technology (JRCERT). As part of the reaccreditation process, the program will host its site visit in August.

# NEW PROGRAM REQUEST

## PRE-NURSING

Technical Certificate of Credit

**Proposed Date of Implementation:** Spring Semester 202014

**Location:** All campuses; Dual enrollment locations in CGTC's service area.

**Program Description:** The pre-nursing technical certificate of credit (TCC) program provides students with the foundational coursework and many of the pre-requisites needed for admission into a nursing program. Upon completion of this certificate, students will be prepared for competitive selection into CGTC's associate-degree Registered Nursing (R.N.) program. Select courses will also transfer into other TCSG, USG, and/or private institutions throughout the state of Georgia.

**Statement of Need for Program in the Service Area:** This is an embedded certificate which provides an opportunity to gain college credits before enrolling in a nursing program.

### Program Curriculum

PRE-NURSING TCC			
ENGL	1101	Composition & Rhetoric	3
MATH	1111*	College Algebra (*a higher level math, such as pre-calculus may substitute)	3
PSYC	1101	Introduction to Psychology	3
BIOL	2113	Anatomy & Physiology I	3
BIOL	2113L	Anatomy & Physiology Lab I	1
Select one of the following			3
PSYC	2103	Human Growth & Development	(3)
MATH	1127	Introduction to Statistics	(3)
<b>MINIMUM TOTAL</b>			<b>16</b>

### Admission Requirements:

Minimum Test Scores: Associate-degree level placement scores in accordance with TCSG and CGTC standards

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

	<b>Annual Budget</b>	<b>Current Year Revenue</b>	<b>Receivables</b>	<b>Current Year Expenditures</b>	<b>Net Amount</b>	
01932	State Appropriation	24,651,196	14,379,862	13,294,894	1,084,968	
01938	Adult Ed State Funds	1,002,820	584,979	596,383	(11,404)	
18000	CMVOST - CDL Grant	200,461	69,825	72,257	0	
19100	RSI - Student Success	494,937	550,168	655,300	0	
2416W	FY20 GA Apprenticeship Grant	100,000			0	
2420A	Federal Work Study Funds	293,386	138,198	157,384	0	
24999	OSHA Susan Harwood Grant	209,672	80,708	90,664	0	
2620A	Adult Ed Federal Funds	1,324,000	745,918	816,039	(70,121)	
26991	VBOC Grant	252,070	144,299	167,940	0	
30140	SNAP	149,335	72,308	80,606	0	
3240A	FY20 Carl Perkins	1,555,673	827,304	73,638	900,942	
35315	CCampus Grant	178,582	50,874	5,802	56,676	
3549A	FY20 WIOA Adult	239,250	203,964	203,964	0	
3549D	FY20 WIOA Dislocated Worker	195,750	90,621	90,621	0	
3549V	FY20 WIOA Vet	779,615	87,519	225	87,744	
3549Y	FY20 WIOA Youth	485,000	97,846	46,850	144,696	
36201	ECLC Quality Rated Grant	140,000	35,685	35,685	0	
38190	GA Gear Up	917	917	917	0	
48001	Lumina Foundation Grant	0			0	
55002	Live Work - Cosmetology	19,000	8,552	8,753	(201)	
55004	Live Work - Auto Tech	18,000	9,401	3,739	5,662	
55011	Live Work - Child Dev Ctr	250,000	190,175	248,650	(58,475)	
55024	Live Work - Dental Hygiene	42,000	18,825	25,268	(6,443)	
55029	Live Work - Diesel Mechanic	1,000	0	36	(36)	
60001	Tuition	15,649,134	10,900,061	2,353,543	11,649,472	
60005	GED Testing	65,000	44,821	96,115	(51,294)	
60015	Miscellaneous	1,000,000	539,501	20,806	307,123	
60030	Testing Center	90,000	41,422	11,030	30,392	
60133	Misc Income Registration Fees	910,000	601,733	83,318	146,028	
60134	Misc Income Application Fees	70,000	40,215	40	40,255	
60135	Student Technology Fee	1,575,000	1,036,301	160,750	673,281	
60136	Misc Student Fees	1,000,000	955,373	124,584	133,734	
61001	Continuing Education	250,000	81,829	206,438	(124,609)	
61003	Business & Industry General	865,000	665,057	499,678	165,379	
61125	DAU	258,500	115,915	783	115,132	
61127	CLCP	16,000	10,135	10,135	0	
61143	FAA	55,000	13,966	11,014	2,952	
61158	CDL Testing	8,500	7,160		7,160	
61161	American Heart CTC	40,000	20,296	12,172	8,124	
61267	RSAT Training		0	0	0	
61272	GDC Occupational Skills	1,941,103	966,392	811,040	155,352	
61295	EOC Head Start	61,750	36,021	40,546	(4,525)	
61335	A/E Miscellaneous	0	0	342,722	(342,722)	
61337	Jones County A/L	20,000	20,000		20,000	
62007	Concession Sales	105,000	37,281	57,331	(20,050)	
62099	Fund Equity		0		0	
90112	FY19 GA Dept of Corrections	100,000	0		0	
90113	FY20 GA Dept of Corrections		15,900	15,900	0	
90360	Child & Adult Care Food Prog	35,000	27,169	10,883	38,052	
90370	Two Gen Innovation Grant	20,138	3,759	1,316	5,075	
90391	Bright from Start PreK Funds	300,578	180,090	32,216	212,306	
94358	DJJ Grant	147,550	73,775	22,293	51,482	
95336	VECTR Equipment Bond	400,000			0	
95348	FY2019 MRR Bond	355,031	83,832	58,922	142,754	
95357	FY2020 MRR Bond	529,186			0	
95358	FY2020 Equipment Refresh	573,225	298,601	45,878	344,479	
96220	FY20 DHS/DFCS Training Grant	190,110	95,508	11,380	106,888	
<b>Grand Total</b>		<b>59,213,469</b>	<b>35,300,061</b>	<b>3,198,795</b>	<b>33,635,547</b>	<b>4,863,309</b>

Net to Date	4,863,309
Prior Year Carry-over	1,095,781
<i>Net Income, including Prior Yr Carry-over</i>	<u>5,959,090</u>

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

		FY2019			FY2020			FY20 vs. FY19
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	13,445,423	12,496,245	949,178	14,379,862	13,294,894	1,084,968	135,790
01938	Adult Ed State Funds	592,316	505,984	86,332	584,979	596,383	(11,404)	(97,736)
02000	Equipment Refresh Funds	266,170	266,170	0	-	-	0	0
18000	CMVOST - CDL Grant	12,853	12,853	0	72,257	72,257	0	0
19100	RSI - Student Success	297,655	297,655	0	655,300	655,300	0	0
22015	First in the World Grant	211,258	211,258	0	-	-	0	0
23016	DoD OEA Grant	198,803	198,803	0	-	-	0	0
2420A	Federal Work Study Funds	128,773	128,773	0	157,384	157,384	0	0
24999	OSHA Susan Harwood Grant	39,058	39,058	0	90,664	90,664	0	0
2620A	Adult Ed Federal Funds	730,133	1,183,699	(453,566)	745,918	816,039	(70,121)	383,445
26991	VBOC Grant	103,017	103,017	0	167,940	167,940	0	0
28012	PBI Grant	-	-	0	-	-	0	0
30140	SNAP	77,467	77,467	0	80,606	80,606	0	0
3240A	Carl Perkins	757,898	757,898	0	900,942	900,942	0	0
35315	CCampus Grant	21,881	21,881	0	56,676	56,676	0	0
3549A	FY20 WIOA Adult	74,915	74,915	0	203,964	203,964	0	0
3549D	FY20 WIOA Dislocated Worker	61,484	61,484	0	90,621	90,621	0	0
3549V	FY20 WIOA Vet	-	-	0	87,744	87,744	0	0
3549Y	FY20 WIOA Youth	151,315	151,315	0	144,696	144,696	0	0
36201	ECLC Quality Rated Grant	39,245	-	39,245	35,685	35,685	0	(39,245)
38190	GA Gear Up	-	-	0	917	917	0	0
48001	Lumina Foundation Grant	6,000	6,000	0	-	-	0	0
55002	Live Work - Cosmotology	11,850	18,700	(6,850)	8,552	8,753	(201)	6,649
55004	Live Work - Auto Tech	9,155	3,204	5,951	9,401	3,739	5,662	(289)
55011	Live Work - Child Dev Ctr	163,912	248,196	(84,284)	190,175	248,650	(58,475)	25,809
55024	Live Work - Dental Hygiene	22,329	26,100	(3,771)	18,825	25,268	(6,443)	(2,672)
55029	Live Work - Diesel Mechanic	590	-	590	-	36	(36)	(626)
60001	Tuition	11,716,944	11,390,823	326,121	13,253,603	11,649,472	1,604,131	1,278,010
60005	GED Testing	32,689	93,672	(60,983)	44,821	96,115	(51,294)	9,689
60015	Miscellaneous	410,419	45,516	364,903	560,307	307,123	253,184	(111,719)
60030	Testing Center	56,630	82,382	(25,752)	41,422	11,030	30,392	56,144
60133	Misc Income Registration Fees	701,220	153,636	547,584	685,051	146,028	539,023	(8,561)
60134	Misc Income Application Fees	42,415	-	42,415	40,255	-	40,255	(2,160)
60135	Student Technology Fee	1,224,133	686,970	537,163	1,197,051	673,281	523,770	(13,393)
60136	Misc Student Fees	1,237,377	130,561	1,106,816	1,079,957	133,734	946,223	(160,593)
61001	Continuing Education	143,474	187,162	(43,688)	81,829	206,438	(124,609)	(80,921)
61003	Business & Industry General	415,084	351,735	63,349	665,057	499,678	165,379	102,030
61125	DAU	149,786	-	149,786	115,915	783	115,132	(34,654)
61127	CLCP	9,404	9,404	0	10,135	10,135	0	0
61143	FAA	27,775	16,719	11,056	13,966	11,014	2,952	(8,104)
61158	CDL Testing	4,600	706	3,894	7,160	-	7,160	3,266
61161	American Heart CTC	24,185	14,391	9,794	20,296	12,172	8,124	(1,670)
61272	GDC Occupational Skills	1,227,070	928,607	298,463	966,392	811,040	155,352	(143,111)
61295	EOC Head Start	36,021	-	36,021	36,021	40,546	(4,525)	(40,546)
61335	A/E Miscellaneous	-	-	0	-	342,722	(342,722)	(342,722)
61337	Jones County A/L	20,000	-	20,000	20,000	-	20,000	0
62007	Concession Sales	61,006	56,645	4,361	37,281	57,331	(20,050)	(24,411)
90113	Ga Dept of Corrections Testing	-	-	0	15,900	15,900	0	0
90360	Child & Adult Care Food Prog	17,725	30,423	(12,698)	38,052	38,052	0	12,698
90370	Two Gen Innovation Grant	-	-	0	5,075	5,075	0	0
90391	Bright from Start PreK Funds	173,434	184,757	(11,323)	212,306	212,306	0	11,323
94358	DJJ Grant	75,716	50,624	25,092	73,775	22,293	51,482	26,390
95342	FY2018 MRR Bond	124,204	124,204	0	-	-	0	0
95343	FY2018 Equipment Bond	70,226	70,226	0	-	-	0	0
95348	FY2019 MRR Bond	14,500	14,500	0	142,754	142,754	0	0
95358	FY2020 Equipment Refresh	-	-	0	344,479	344,479	0	0
96220	DHS/DFCS Training Grant	81,583	81,583	0	106,888	106,888	0	0
<b>Grand Total</b>		<b>35,521,120</b>	<b>31,595,921</b>	<b>3,925,199</b>	<b>38,498,856</b>	<b>33,635,547</b>	<b>4,863,309</b>	<b>938,110</b>

Net to Date	3,925,199	4,863,309	
Prior Year Carry-over	984,554	1,095,781	
<i>Net Income, including PY Carry-over</i>	<u>4,909,753</u>	<u>5,959,090</u>	<u>1,049,337</u>



# Adult Education Update

## CGTC Board of Directors Meeting

**Report Date:** February 3, 2020

**Meeting Date:** February 12, 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
FY19	1774	114,700	1009	57%	333
FY20	1,411	103,867	603	43%	349

\*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	133	11,907	55	41%
ABE2 Beginning Basic Education	608	46,684	232	38%
ABE3 Intermediate Low	366	22,736	152	42%
ABE4 Intermediate High	76	4,026	41	54%
ASE1 Low	1	22	1	100%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	37	3,179	19	51%
ESL2 Low Beginning	62	5,020	33	53%
ESL3 High Beginning	47	3,860	27	57%
ESL4 Intermediate Low	31	2,761	19	61%
ESL5 Intermediate High	37	2,475	16	43%
ESL6 Advanced	13	1,199	8	62%
<b>TOTAL</b>	<b>1,411</b>	<b>103,867</b>	<b>603</b>	<b>43%</b>



## Information Items:

- Accelerating Opportunity Program
  - 24 students enrolled
- BB&T Workforce Investment Program/Integrated Education and Training (IET)
  - 64 students completed
  - 192 certifications earned
  - Current Class:  
Bibb County – 9 participants
- Youth Success Academy
  - 235 Approved Out of School Youth Students
  - 24 Work Experience Participants
  - 18 Enrolled in CGTC credit class
- New Initiative:
  - Career Plus HSE
    - Credit for high school
    - Credit for parts of GED passed
    - 2 TCC's

## Upcoming Events:

- February 11                      Centerville Rotary Club and CGTC Annual Volunteer Luncheon, Roy H. "Sonny" Watson Health Science Building, Warner Robins, GA
- February 20                      AED Poverty Simulation, Hutchings Career Center, Macon, GA
- February 25                      Site Visit from Assistant Commissioner Cayanna Good
- March 8-11                      Southeastern Employment and Training Association (SETA) Spring Conference, Myrtle Beach, SC
- March 9-11                      2020 TCSG Spring Fling, Adult Education Conference EAGLE, Atlanta, GA
- March 31-  
April 3                              TESOL International Convention, Denver, CO
- April 15                              Adult Education Day at CGTC Warner Robins Campus



# Economic Development Update

## CGTC Board of Directors Meeting

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**Report Date:** February 3, 2020

**Meeting Date:** February 12, 2020

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

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### Customized Business and Industry Training:

Business or Organization	Training Delivered	Number Trained	Length of Course	Training Dates
Defense Acquisition University (DAU)	Various Courses	173	Varies	12/1 – 12/31
	Various Courses	200	Varies	1/1 – 1/31
WR-ALC/MXSG	EPA 608 Exam Preparation Course	10	16 hours	12/9 – 12/10
	EPA 608 Exam Preparation Course	10	16 hours	12/11 – 12/12
WR-ALC	Production Environment Readiness	14	43 hours	12/12 - 12/18
	AS9100 Purchasing Procedures	20	8 hours	1/6
	AS9100 Purchasing Procedures	20	8 hours	1/8
	Production Environment Readiness	14	43 hours	1/9 – 1/16
	AS9100 Purchasing Procedures	20	8 hours	1/15
	AS9100 Purchasing Procedures	20	8 hours	1/16
	AS9100 Purchasing Procedures	20	8 hours	1/17
	AS9100 Purchasing Procedures	20	8 hours	1/22
	Production Environment Readiness	4	43 hours	1/25 – 1/31
	AS9100 Purchasing Procedures	20	8 hours	1/29
	AS9100 Purchasing Procedures	17	8 hours	1/30
	AS9100 Purchasing Procedures	20	8 hours	1/31
	Macon Transition Center	Forklift Safety Training	10	8 hours
Forklift Safety Training		8	8 hours	1/11
Forklift Safety Training		6	8 hours	1/25
Graphic Packaging (Perry)	Forklift Safety Training	3	8 hours	12/19
	Forklift Safety Training	7	8 hours	1/23
Premier Staffing Unlimited	Forklift Safety Training	4	8 hours	12/19
Hollingsworth & Vose	Peer to Leader	4	6 hours	1/23

Clean Control Corporation	Peer to Leader	1	6 hours	1/23
Middle Georgia Consortium	Peer to Leader	1	6 hours	1/23
Kumho Tire	Kumho Leadership Development Series	19	8 hours	1/14
	Kumho Leadership Development Series	20	8 hours	1/22
Kencoa Aerospace	Getting the Most from Excel 2010	4	7 hours	1/15
YKK	Excel 2016 – Basic	5	6 hours	1/23 – 2/13
	Excel 2016 – Intermediate	5	6 hours	1/23 – 2/13

**Continuing Education Courses Delivered:**

Training Delivered	Number Trained	Length of Course	Training Dates
Drivers Education	10	36 hours	12/1 – 12/31
Driver Training (Drive Only)	3	6 hours	12/1 – 12/31
Professional Testing	11	Various	12/1 – 1/31
Forklift Safety Training	1	8 hours	12/19
Drivers Education	17	36 hours	1/1 – 1/31
Driver Training (Drive Only)	2	6 hours	1/1 – 1/31
American Sign Language (Level 2)	8	38 hours	1/7 – 4/10
Programmable Logic Controller (PLC)	4	32 hours	1/9 – 3/5
Forklift Safety Training	2	8 hours	1/23
Industry Fundamentals	15	160 hours	1/27 – 3/13
Forklift Safety Training	3	8 hours	1/28

**BB&T Workforce Investment Grant:**

Training Delivered	Number Trained	Length of Course	Training Dates
Forklift Safety	8	8 hours	12/2
AHA First Aid/CPR/AED	8	8 hours	12/3
OSHA 10-hour for General Industry	8	10 hours	12/4 – 12/5
OSHA 10-hour for General Industry	9	10 hours	1/29 – 1/30

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

Training Delivered	Number Trained	Length of Course	Training Dates
Personal Protective Equipment	1 (Aerospace Defense Coatings)	3 hours	12/5
Bloodborne Pathogens	1 (Aerospace Defense Coatings)	3 hours	12/5
Powered Industrial Truck	4 (Automotive Industrial Supplies – 1; McElroy Truck Lines – 1)	7.5 hours	12/5

Ladder Safety	24	3 hours	12/9
Bloodborne Pathogens	20	3 hours	12/12
Powered Industrial Truck	7	7.5 hours	12/14
Fall Protection	2	3 hours	12/14
Hazard Communication	2	3 hours	12/17
Personal Protective Equipment	26	3 hours	12/18
Fall Protection	23	3 hours	12/19
Hazard Communication	25	3 hours	12/30
Requirements in OSHA Standards	21	7.5 hours	1/4
Lockout/Tag Out	23	3 hours	1/7
Powered Industrial Truck	5	7.5 hours	1/11
Machine/Machine Guarding	18	3 hours	1/16
Powered Industrial Truck	6	7.5 hours	1/25

### Industry Outreach:

- WR-ALC – RAFB
- Blue Bird – Peach County
- Anchor Glass – Houston County
- Irving Tissue – Bibb County
- Ogeechee Technical College – Bulloch County
- River Edge Behavioral – Bibb County
- Macon Transit Authority

### Community Outreach:

- Career Women’s Networking Luncheon
- Society of Human Resource Management – Monthly Meeting
- Purpose Built Community – Macon-Bibb
- Workforce Partners Meeting
- Software Technology Program Discussion
- Houston County Development Authority – Board Meeting
- Macon Chamber – Talent and Workforce – Planning Meeting
- Hosted tour for Macon Chamber Workforce Director
- Middle Georgia Economic Outlook
- Middle Georgia Economic Alliance Meeting
- Houston County Career Academy – Board Member Training
- Perry Area Chamber – Annual Meeting
- Robins Regional Chamber – Pinnacle Awards

## Facilities:

- **Over 4,490 visitors utilized facilities at the Warner Robins** campus during the months of December and January including Middle GA RESA, Grove Church, Central Georgia Arts & Alliances, The Lotus Center, Development Authority of Houston County, City of Warner Robins, Retire By Design, Governor's Office Highway Safety, Houston County Board of Health, C-17 Group, Coldwell Bankers, Robbins & Free Realty, Blue Bird, American Red Cross, Waves, FBLA, MidSouth Community FCU, GA Institute of Technology, Toastmasters, Houston County Cotillion, Alpha Kappa Alpha Sorority, and Delta Sigma Theta Sorority.
- **Over 965 visitors utilized facilities at the Macon** campus during the months of December and January including Middle GA RESA, Interfor Corporation, Armstrong World Industries, Region V Pediatric Symposium, Governor's Office of Student Achievement, Technical College System of Georgia, Georgia Adult Education Association, MidSouth Community Federal Credit Union, Department of Early Care and Learning – Bright from the Start, Georgia Fire Inspectors Association, Georgia College and State University, Governor's Office of Student Achievement, Georgia Department of Revenue, Omega Psi Phi, Inc., Association of County Commissioners of Georgia, Southern Co/Georgia Power, Macon-Bibb County Equal Opportunity Council, WorkSource Macon-Bibb & Middle Georgia, and the State Bar of Georgia Institute of Continuing Legal Education
- **Over 1,175 visitors utilized facilities at the Milledgeville** campus during the months of December and January including Baldwin County Chamber of Commerce, Baldwin County School System, Communities in Schools of Georgia, Exchange Bank, Georgia Department of Corrections, Georgia Department of Juvenile Justice, Georgia School Counselors Association, Ocmulgee Judicial Circuit ATCC Graduation, Oconee RESA Technology Fair, and Technical College System of Georgia.

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## Facilities and Ancillary Services Update

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**Report Date:** February 10, 2020

**Meeting Date:** February 12, 2020

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

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- All CGTC Police Officers met or exceeded their training mandates in 2019
- Chief Wilbanks reviewed the MOU between RAFB and BCSO regarding police and emergency response at Robins North.
- Chief Wilbanks and April prepared, signed and mailed letters to all law enforcement entities who share jurisdiction at our locations throughout Central Georgia. These letters are sent annually to solicit information on all Clery reportable crimes on campus and/or public property within or adjacent to our defined Clery Geography. The information is required to be published in our annual security report I by Oct 1<sup>st</sup> of each year for the previous year. Reporting opens in mid-August.

## 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. Project is complete. The maintenance and custodial staff also participated in the opening up and moving into the new VECTR additions.

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

## Maintenance, Repairs & Renovations

- New clock motors were installed in the clock on the clock tower on the WR campus.
- Macon Boiler replacement is complete. Project cost: \$355,600.00
- Milledgeville gutters, in process of establishing a start date. Project cost: \$49,949.00
- Warner Robins Cooling tower installed. Project cost: \$145,123.00
- Warner Robins automotive HVAC, in process of scheduling a start date. Project cost: \$70,538.00
- Card key access with emergency lock down specifications reviewed by IT and Security department and sent to TCSG for posting.

## 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. RAFB renovating current office space into classrooms. Most equipment has been moved from program locations on the Warner Robins and Macon campuses. We have constructed two battery rooms and reconstructed the walk-in freezer at Robins north.

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 FAA certification in hand.

-	Warner Robins Campus	Macon Campus	Milledgeville Campus	VECTR Center	Eatonton Center	Fort Valley Center	Hawkinsville Center	Total
Calls for Service/Emergency	2							2
Calls for Service/Non-Emergency	511	460	80	406	7	102		1566
Alleged Weapon Offenses								
Alleged Sex Offenses								
Arrests								
Assist motorist/Unlock	5	14						19
Assist motorist/Jump	8	16	3					27
Assist motorist/Other	74	6	7					87
Traffic Stops								
Agency Assist	2	3						5
Incident Reports	4							4
Miscellaneous Reports	6	4		1				11
Accident Reports								
Injury Reports								
Code of Conduct Complaint/Report		1						1
Checked Fire Extinguishers	269	209	56	28	12	2	1	577
Special Event Detail	33	10						43
Parking Tickets/Warnings	189	41	17					247



## VECTR Update

**Report Date:** February 5, 2020

**Meeting Date:** February 12, 2020

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

Statistics: 2 Aug 16 – 31 Jan 20:

- Provided 45,999 requested services to veterans, service members/families
- Career Coaching 2,798
- Community Resources 1,874
- Education-Financing 1,640
- Testing Center 2,703
- Entrepreneurship 2,255
- Department of Labor (DOL) 821
- Education-TCSG 1,756
- Education-USG 610
- United Way - Mission United 732
- WIOA 216
- Veterans Services (VSO) 29,752
- Hosted - Hosted 20,070 more for base training/events

**CGTC Classes:**

Name	Number Trained	Length of Course (Weeks)	Training Dates
CDL Day	11	5	1/6-2/7
CDL Night	12	5	1/16-2/17
HVAC	10	15	1/6-4/30
Welding	14	15	1/6-4/30
Cisco Networking	6	15	1/6-4/30

**Training events:**

Name	Number Trained	Length of Course (Days)	Training Dates
Town Hall Meeting	52	1	1/16
Chaplain Candidate VECTR Board	14	1	1/29

**Workshops conducted:**

Name	Organization	Number Trained	Training Dates
VA Disability Workshop	Chief Rodriguez	20	1/7
HUD/VASH	Veteran Affairs	15	1/7
Peer Discussion Group	Ronald Johnson (VA)	6	1/8
Peer Discussion Group	Ronald Johnson (VA)	6	1/22

**VBOC:**

Events	Location	Number Trained	Training Dates
Yellow Ribbon	Augusta	250	1/3-1/4
B2B	Ft. Jackson	12	1/14-1/15
B2B	Ft. Gordon	18	1/15-1/16
B2B	Moody AFB	12	1/15-1/16
B2B	Ft Benning	9	1/15-1/16
B2B	Beaufort MCAS	14	1/16-1/17
B2B	Charleston AB	28	1/22-1/23
B2B	Ft Stewart	29	1/28-1/29

**Outreach:**

Events	Location	Number Trained	Training Dates
CSP	Hunter AAF/Ft. Stewart	12/60	1/8-1/9
CSP	Ft Benning	10	1/8
CSP	Ft. Benning	10	1/15
CSP	Hunter AAF/Ft. Stewart	25/50	1/15-1/16
CSP	Ft Benning	3	1/22
CSP	Hunter AAF/Ft. Stewart	1/8	1/28-1/30
CSP	Ft. Benning	4	1/29

**Industry/Community Outreach:**

Carl Vinson VA MC Town Hall Meeting  
 Georgia Department of Economic Development, International Relations visit  
 Work for Warriors  
 Irving Tissue  
 GAANG Yellow Ribbon Event  
 YouScience Training Center  
 Frito Lay



# Institutional Advancement Update

## CGTC Board of Directors Meeting

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**Report Date:** January 21, 2020

**Meeting Date:** February 12, 2020

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

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### Events

- *Pomp & Circumstance Casino Night Fundraiser* benefitting student scholarships
  - January 31 @ the Macon campus (7 pm)
  - Sponsors still needed
  - Tickets on sale now
  
- 15<sup>th</sup> Annual Golf Tournament
  - April 7 @ Houston Lake Country Club
  - Soliciting sponsors and teams

### Special Projects

- Large Gifts and Grants
  - RD Buchan Trust
    - \$6,000 for initiatives benefitting Pulaski county students
  
  - PLESS Veterans Scholarship via the TCSG Foundation (VECTR)
    - \$1,600 for educational expenses for participants
  
  - Robins Financial Credit Union
    - \$50,000 requested for financial training center at the Warner Robins campus as well as student scholarships for related programs
  
  - QuantiTech in Action Grant (VECTR)
    - Funds requested for cyber security certifications for spouses and dependents of military personnel
  
- In Kind Donations
  - Equipment
    - C-Arm digital imaging for radiologic technology program
    - Diesel engines (2) for automotive program
    - Electric forklifts for economic development program
    - Mechanical equipment for diesel equipment program
  
- Dormitory Project
  - Working with all parties involved to determine best strategy for moving forward

- Naming Opportunities
  - Yulista Building
    - Peyton Anderson Foundation
    - Charles H Jones Foundation



# Institutional Effectiveness Update

## CGTC Board of Directors Meeting

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**Report Date:** January 31, 2020

**Meeting Date:** February 12, 2020

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

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### **INFORMATION ITEMS**

#### **New Staff**

Please help the IE Division welcome Mr. David VanLandingham to Central Georgia Technical College. David has accepted the role of IE Research and Compliance Director where he will be responsible for Perkins Budget Inventory, Perkins V Plan development and compliance, internal and external surveys, student learning outcome development and training, IPEDS and other duties as assigned. David has over five years of experience working in institutional effectiveness in his former position as Institutional Effectiveness Coordinator at Southern Regional Technical College in Thomasville, Georgia. David holds a Bachelor of Business Administration degree in Management from Valdosta State University and two Associate of Applied Science degrees in Computer Science from the former Southwest Georgia Technical College. David is currently finishing a Master of Arts in Industrial and Organizational Psychology at the University of Georgia. David is a native of Cairo, Georgia. David is located on the Macon Campus, Room A-304 and can be reached by email at [dvanlandingham@centralgatech.edu](mailto:dvanlandingham@centralgatech.edu) or by phone by dialing ext. 3512.

#### **Perkins V: Comprehensive Needs Assessment and Plan**

The Perkins V Comprehensive Needs Assessment for 2021-2020 was developed with input from internal and external stakeholders. Internal stakeholders from institutional effectiveness, academic affairs, student affairs, human resources, professional development, and high school initiatives reviewed needs assessment input from external stakeholders, Perkins data, CGTC local data, and labor market data to draft narratives for the required sections. The finalized Perkins V Comprehensive Needs Assessment for 2021-2020 will be sent to external stakeholders on February 3, 2020, for input prior to submitting to the Technical College System of Georgia on February 6, 2020.

An evaluation of the performance of the students served by Central Georgia Technical College was conducted as the focal point of the project. The Technical College System of Georgia (TCSG) and Central Georgia Technical College (CGTC) rates for the past three years on the State Determined Levels of Performance are included below. CGTC rates falling below the TCSG rate are *italicized* and **bolded**.

#### State Determined Levels of Performance and CGTC Results

Perkins V Measures:	TCSG 2016 Rate	CGTC 2016 Rate	TCSG 2017 Rate	CGTC 2017 Rate	TCSG 2018 Rate	CGTC 2018 Rate
<b>P1-Placement</b>	99.17%	<b><i>99.09%</i></b>	99.32%	99.72%	99.31%	99.51%
<b>P2-Completion/ Graduation</b>	59.44%	<b><i>58.46%</i></b>	60.64%	62.37%	61.25%	66.43%
<b>P3-Non-Traditional Concentration</b>	15.60%	<b><i>14.14%</i></b>	15.39%	<b><i>14.14%</i></b>	15.53%	16.08%

Sources: Perkins V Draft Data, September 2019; Georgia's State Plan: Perkins V

In addition to benchmarking against the TCSG rates, CGTC also reviewed the performance rates of peer institutions. The peer institutions identified below were selected based on IPEDS data and includes data from institutions within TCSG with similar enrollment profiles to Central Georgia Technical College. The peer institutions that were identified include: Chattahoochee Technical College (Marietta, GA), Georgia Northwestern Technical College (Rome, GA), Gwinnett Technical College (Lawrenceville, GA), and West Georgia Technical College (Waco, GA) and are included below. CGTC rates falling below the Peer Institution rate are *italicized* and **bolded**.

#### CGTC Peer Institution and CGTC Result Comparison

Perkins V Measures:	Peer Inst. 2016 Rate	CGTC 2016 Rate	Peer Inst. 2017 Rate	CGTC 2017 Rate	Peer Inst. 2018 Rate	CGTC 2018 Rate
<b>P1-Placement</b>	99.02%	99.09%	99.38%	99.72%	99.59%	<b><i>99.51%</i></b>
<b>P2-Completion/ Graduation</b>	57.60%	58.46%	59.54%	62.37%	60.65%	66.43%
<b>P3-Non-Traditional Concentration</b>	15.42%	<b><i>14.14%</i></b>	15.64%	<b><i>14.14%</i></b>	16.53%	<b><i>16.08%</i></b>

Sources: Perkins V Draft Data, September 2019; Georgia's State Plan: Perkins V

#### Provided below is a summary of the Perkins V Comprehensive Needs Assessment for 2021-2020.

- 46 stakeholders were consulted
- 51 dual enrolled CGTC students responded to a needs assessment survey
- 8 business and industry representatives responded to a needs assessment survey
- The Perkins V Comprehensive Needs Assessment aligns with:
  - Business and Industry, which suggested occupational programs to offer.
  - Labor Market data, which identified the top 15 occupations expecting the largest growth over the next ten years in the region.
  - Educational Partners such as high schools and college and career academies; which utilize the YouScience aptitude assessment.
  - Workforce Innovation and Opportunity Act (WIOA), which provides funding for 34 WIOA eligible CGTC programs.
- CGTC offers four Perkins Programs of Study for dual enrollment opportunities:
  - Criminal Justice
  - Cosmetology
  - Certified Nursing Assistant (CNA)
  - Industrial Systems Technology
- Root causes and strategies were identified through a review of the data:
  - 5 root causes related to students (external)
  - 13 root causes related to the College (internal)

- Four new programs were identified as needing support to be developed:
  - Drone Technology
  - Pre-Nursing
  - LPN-RN Bridge; RN Macon
  - Hospitality – to include Culinary Arts and Hotel, Restaurant, Tourism Management
- Four programs were identified as needing additional support to expand:
  - Aerospace
  - Engineering integration of Drafting (CAD)
  - Robotics Integration
  - Cybersecurity
- Supports for student success was included and focuses on the following:
  - Special Population Activities
  - Library Resources
  - Career Advisement and Job Placement
  - Student Resource Orientation
  - Student Program Support
  - Dual Enrollment Opportunities
- Supports for faculty and staff was included and focuses on the following:
  - Support for Faculty and Staff
  - Professional Development through internal and external opportunities
  - Support for planning, assessment, and evaluation
- A multi-step process for ensuring continued consultation was developed as follows:
  - Consultation with the 46 stakeholders
  - Input from the CGTC Advisory Committees
  - Review of performance data
  - Implementation of work-based learning opportunities
  - Collaboration with local secondary partners and local work force boards

### **Programmatic Accreditation**

Continued technical assistance to the following programs: Cardiovascular Technology, Radiology Technology, and Paralegal Studies

### **QEP**

#### *SLO Benchmark Progress Report - Comparison of Benchmark and AY2019 results*

<b>SLO</b>	<b>Baseline (AY2015)</b>	<b>Year 4 (AY2019) Results</b>	<b>Percent Change</b>
1a. Students will be able to devise and use an academic plan which promotes program completion.*	0%	3.8%	+100%
1b. Students will utilize academic support resources for successful course completion	11%	15%	+36%
1c. Students will utilize student support resources which enhance their educational goals	53%	46%	-13%
	38%	89%	+134%

2a. Students will be able to demonstrate knowledge in using college success resources, e.g. BannerWeb, Gateway, DegreeWorks, and student email, as well as registration, and withdrawal procedures.**			
2b. Students will be able to synthesize appropriate reference materials utilizing learning resources.**	27%	78%	+188%
3a. Students enrolled in COLL 1500 will be successful in their co-requisite Learning Support course.	55%	79%	+44%
3b. Students successfully completing COLL 1500 and LS 0090 courses will be successful in the program level ENGL and/or MATH.**	69%	71%	3%

\*Academic Plans under development in Year 1

\*\*SLO calculation revised by QEP Steering Committee, data for all years has been updated.

## **Student Success and Operational Improvement Grants**

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

Dept. of Transportation

- Provides funding for tuition and fees to support military-affiliated students enrolled in the Commercial Truck Driving program
- Submitted Funding Year 2018 Final Report
  - Enrolled 48 military/veteran students, exceeding enrollment goal by 20%
  - Graduated 43 students, exceeding graduation goal by 23%
- Submitted Funding Year 2019 Quarterly Report
  - Enrolled 9 military/veteran students in the Fall Semester
  - Promoted the program to nearly 1,100 transitioning military and veterans at events throughout Georgia and South Carolina

### **Susan Harwood Capacity Building Grant**

Dept. of Labor

- Provides funding for free OSHA training to small businesses and targeted populations through the CGTC Regional Safety Training Center
- Submitted Year 1 Final Report
  - Delivered training on 9 safety topics
  - Provided training to 435 attendees, exceeding the annual goal by 11%
    - Including 281 employees from 19 unique companies and 154 individuals planning to enter the workforce in the targeted industries
  - Provided 2,073.5 hours of training, exceeding the annual goal by 9%
- Submitted Year 2 Quarterly Report
  - Provided training to 142 attendees, exceeding the quarterly projections by 42%
  - Provided 507 hours of training, exceeding the quarterly projections by 6%

### **CCAMPIS (Child Care Access Means Parents in School) Grant**

Dept. of Education

- Submitted Year 1 Annual Report



- CGTC Child Development Centers provided 8,418 hours of grant-funded subsidized childcare to 38 children of 34 CCAMPIS participants (Pell-eligible student-parents)
- 24 credentials earned by 10 CCAMPIS student-parent participants
- Project Director was quoted in a December 2019 article published in the Washington Post *'A drop in the bucket': Parents in college need child care, but federal dollars fall short.*
- Grant funds also supported personnel, professional development, supplies, family resources, and accreditation expenses

### **Two Generation Innovation Grant (TGIG)**

#### GA DECAL

- Piloting evening childcare for Pell-eligible student-parents and providing activities supporting family engagement
- Project Director was quoted in a white paper published by Ideas 42, an organization focused on using behavior science to address social problems and the Center for Adult and Experiential Learning (CAEL) in January 2020 titled *Insights and Opportunities: Student Parents and Behavioral Science*
- Awaiting approval for project amendment to improve the Macon Child Development Center playground and develop tools to support student-parents with children during the College in-take process

### **New Award – AmeriCorps VISTA**

Corporation for National and Community Service \$608,760

- Intended to expand the scale and reach of CGTC's TEAMS Outreach Center to support retention efforts targeting low-income students in occupational programs
- Funding for four personnel for four years
- Submitted September 2019, Awarded January 2020

### **New Application – Community Development Block Grant**

Macon-Bibb County \$6,000

- Intended to eliminate barriers of at-risk, low-income CGTC students residing in Bibb County to increase retention and completion rates
- Will provide funding for emergency assistance with transportation, school supplies, and college-related expenses to bridge identified gaps unmet by financial aid, other community programs, and social services
- Submitted December 2019, Awards expected April 2020

### **New Application – Student Support Services Grant**

Dept. of Education \$1,265,160

- Intended to create a strategically integrated network of academic and student support services and providers to eliminate disconnected, duplicated services provided in silos
- Will provide funding for personnel, including tutors; software to host online academic support services and provide real-time assistance to low-income students, first generation students, and students with disabilities
- Submitted January 2020, Awards expected August 2020

### **Student Success**

#### **TEAMS Outreach Center (TOC)**

The TOC continues to increase the number of students impacted by both proactive and responsive services including resource information distribution, as well as responding to student self-alerts and faculty alerts of students facing academic barriers or personal hardship.

Table 1: Total Alerts, Term-to-Term Comparison

<b>Fall Semester</b>	<b>Alerts</b>	<b>Change</b>
201912 (Fall 2018)	188	+222%
202012 (Fall 2019)	605	

Table 2: Student Outcomes, Term-to-Term Comparison

<b>Fall Semester</b>	<b>Graduation/ Retention Rate</b>	<b>Change</b>
201912 (Fall 2018)	51%	+6%
202012 (Fall 2019)	54%	

- Over 550 students have participated in events for distributing information about College and community resources
- Implemented TEAMS Greatest Needs Fund to assist CGTC students by providing financial support for academic needs when all other resources have been exhausted
  - First recipient - Kindy Redding, Pharmacy Technology student for \$100 Georgia Board of Pharmacy application

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

- A total of 209 students (duplicated) attended bi-weekly REACH sessions
  - REACH participants (males of color) increased over 70% (from 17 in Fall 2018 to 29 in Fall 2019)
- REACH Student Outcomes
  - Two (2) participants earned CGTC Foundation Scholarships
  - Two (2) participants employed on-campus in Federal Work Study positions
  - Five (5) participants were accepted into the REACH Leadership Program
  - Two (2) participants graduated during Fall Semester with two additional graduates projected in Spring Semester

**Ad Hoc Reporting**

**Fall to Fall Grade Distribution Comparison Report**

Student course grades were reviewed after the implementation of the No Attendance Taking Policy effective Fall 2019.

- Results indicate students are seemingly aware of the policy and processes for withdrawal
- Total withdrawals dropped from 12% to 5%

Table 3: Grade Distribution, Fall to Fall Comparison

	Fall 2018 (201912)	Fall 2019 (202012)	Percent Change
Total Grades (Course Enrollment)	22,550	20,750	-8%
% Successful (Successful grades / all grades)	77%	76%	-2%
% Withdrawals (W grades / all grades)	12%	5%	Improved 56%

Source: iNet Report 150, Grades Per Term

**Non-credit to Credit Conversion through Prior Learning Assessment (PLA)**

- CGTC offers options for PLA credit conversion in more than 25 programs
- 576 total credits were earned through PLA in AY2019
- 2.9% of AY2019 graduates had earned credit through PLA

Table 4: Comparison of Academic Outcomes for Students earning credit through Prior Learning Assessment (PLA)

	Students WITH credits earned through PLA	Students WITHOUT credits earned through PLA
GPA comparison	3.46	2.40
Retained	33%	21%
Graduated	67%	48%

Source: KMS Report TEC0200, Retention Report AY2019

## **Career Connections and Transition: DFCS SNAP Education & Training Program**

### **Outreach/Recruitment:**

- CCT/SNAP Presentations
  - Practical Nursing New Student Orientation (Macon)
  - Classroom settings
  - One-on-One with Project Manager (WR/Macon/Milledgeville)
- Disseminated CCT/SNAP Information
  - Pre-K Parents Orientation (Hawkinsville)
  - Classroom Settings
  - Emails (Students, Staff/Faculty/External Partners)
  - Mail-Outs (CCT/SNAP Flyers to over 5,000 SNAP recipients)
  - Campus postings (FA/Admissions/ASC/Libraries/Yard Signs)

**DFCS Referrals - 0**

**Reverse Referrals: 49**

**Enrolled during this period: 15**

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

WIOA - 3

Special Pops - 1

TEAMS -

**Breaking Barriers Sessions: 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



# Satellite Operations Update

## CGTC Board of Directors Meeting

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**Report Date:** February 5, 2020

**Meeting Date:** February 12, 2020

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

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### **Milledgeville Campus/Baldwin County:**

- Baldwin College and Career Academy met at the Milledgeville Campus for training and preparation for the certification visit on March 22<sup>nd</sup> – March 24<sup>th</sup>.
- Ocmulgee Judicial Circuit held the Drug Treatment Court graduation at the Milledgeville Campus with over 100 people in attendance.

### **Crawford County Center:**

- Crawford County Adult Education department welcomes a new site adjunct instructor Ms. Katricia Ogburn-Riley.

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

- HWDC Adult Education program is now offering evening instruction
- PCRWDC discussed the transitioning of the Bluebird Academy for training
- PCRWDC hosted the Peach Family Connections Collaborative meeting
- Representing the Middle Georgia Economic Alliance Workforce Initiative: Middle Georgia Regional Local Assessment with partners of Region 6 CTAE Directors- Economic Development Partners-Industry Stakeholders-Education Stakeholders.
- Archway Partnership of University of Georgia: Hawkinsville-Pulaski County Executive Committee Meeting held at HWDC

### **Monroe County Center:**

- Representatives for High School Initiatives, Satellite Operations, Enrollment Management, Academic Affairs as well as Executive Leadership all met on January 24 at 9am at the Jones County College and Career Academy (JCCCA). All who represented CGCT met with local leaders from the City of Forsyth and Monroe County to include members from the Monroe Board of Education and the Development Authority. This meeting involved a presentation and tour from the CEO Laura Rackley of the JCCCA along with others from Jones County High. This was an informative session pertaining to the grant application process as well as other aspects of procuring a College and Career Academy as the local leaders of Monroe County have shared and interest to pursue.

### **Putnam County Center:**

- On December 12, Carrie Dietrich attended the Putnam County Middle School's School Governing Authority meeting. She serves as a community representative for school governance.

- Staff from CGTC attended the annual Mother's Against Crime Christmas party on Saturday, December 14<sup>th</sup> at the Putnam County Recreation Department. Marcia Lattimore and Carrie Dietrich provided information to the guests at a CGTC recruitment table.
- On January 15<sup>th</sup>, Carrie Dietrich and Kimberly Hicks-Grable attended the monthly Putnam County Family Connection meeting. Ms. Hicks-Grable shared the latest adult education program accomplishments with the Collaborative. The Collaborative continues to support the CGTC Foundation and provides scholarships to cover GED testing costs to our students. Carrie Dietrich shared information about upcoming events at the Putnam Center.
- The Putnam County Center hosted and sponsored the Eatonton-Putnam Chamber of Commerce's January Lunch n' Learn on Thursday, January 23<sup>rd</sup>. The participants were given a crash course in hands only CPR by allied health instructor, Melissa Harvey. Carrie Dietrich encouraged participants to become certified in CPR by enrolling in continuing education courses at the college and discussed the 2019 Annual Report to the community. A special thanks to Folks Art Café for catering the event and to the CGTC custodial staff for their help in making the event a success.
- Dana Davis and Carrie Dietrich are working on a project with the Ocmulgee Judicial Circuit to create a formalized pathway for the participants of the Adult Treatment Court Collaborative and Parental Accountability Court to transition as students to CGTC. We hope to expand our existing partnership and incorporate some additional career readiness skills in a program to help the participants holistically and prepare them for the workforce.



# Student Affairs Update

## CGTC Board of Directors Meeting

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**Report Date:** February 4, 2020

**Meeting Date:** February 12, 2020

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

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Fall 2018	Fall 2019		Difference	% Change
8221	8244	Total	23	0.3%
5654	5515	Post-Secondary	-138	-2.5%
699	559	DOC	-140	-20.0%
1768	2137	HS	369	20.9%
92	33	AO	-59	-64.1%
4642	4651	FTE	9	0.2%

*As of 02-10-20 - final*

Spring 2019	Spring 2020		Difference	% Change
7742	7471	Total	-271	-3.5%
5238	4960	Post-Secondary	-278	-5%
708	303	DOC	-405	-57.2%
1732	2192	HS	460	27%
61	16	AO	-45	-73.8%
4245	4134	FTE	-111	-2.61%

*As of 02-10-20 Note: These are preliminary numbers and will change with the addition of DOC & confirmed financial aid.*

## Enrollment Services

### Admissions and Recruitment

- Enrollment for Spring Semester Session 2 is ongoing
- Competitive health sections deadline is March 1 for Spring Semester
- Decision adjudicated by SEVIS for ESL training for International students—now Approved
- Working with Adult Ed for enrollment of AEP students who will complete GED prior to the start of S2
- Counselor Connection Workshops scheduled for March 20, Macon Campus, and March 27, WR Campus
- Spring Preview Day is scheduled for Thursday, April 9
- Adult Education Preview Day is scheduled for Wednesday, April 15
- Working to schedule recruitment dates at service area career academies to work directly with graduating seniors to encourage enrollment/completion at CGTC.

## Communications Center

Tickets Past 90 Days	15,139
Tickets Resolved In CC Past 90 Days	13,988 (92%)
Top 5 Departments Past 90 Days	Financial Aid: 3,326 Admissions: 2,498: 1,900 Cashier's Office: 2,132  Registrar: 2,121  General Questions: 1,578

- Two new associates joined the team in January due to transition of current team members to other positions within the College
- A part time position is in the process of being filled.

## Financial Aid

- Working to implement and train for new Student Forms through Campus Logic
  - Streamlines and provides an online option for the verification process and SAP appeals
  - Expect for this tool to be fully functional for students by the end of February
- Working to prepare ECAR for recertification
- F/A staff development and training will take place Friday, Feb. 14
- F/A staff members will also attend the one-day GASFAA workshop and GAFutures training in March

## Financial Literacy

- Partnering with local businesses to deliver multiple levels of financial literacy training
- Participating in the upcoming Reality Check event with the Robins Regional Chamber
- Planning for events for April for Financial Literacy Month

## High School Initiatives

- Spring DE is at its highest ever single semester enrollment of 2,192
- For the first time, academic courses will be offered at the Houston County Career Academy beginning Fall semester 2020
  - This will allow students who face transportation challenges to take courses
- Partnering with the Houston County BOE to pilot a program to offer DE ECON to all HS seniors who are taking the course
- Awaiting final information on legislative changes for the DE program.



## Marketing and Public Relations

- Recruitment advertisement for Spring S2 and Summer Semester is ongoing
- The FY 19 Report to the Community is available online and glossy printed copies are available as well from the Marketing office.
- Provided sponsorships for local and regional events

## Student Support Services

### Athletics

- Tim Feezor Signs with University of West Georgia Cross Country - <https://www.cgtctitans.com/sports/mxc/2019-20/releases/20200124ovtmk5>
- CGTC Cross Country Signs Perry High's Chrystian Trauth – <https://www.cgtctitans.com/sports/mxc/2019-20/releases/20200206lpsm5k>
- **Men's Basketball** Record: 15-8 overall, 8-1 conference (Six-game win streak)
- **Women's Basketball** Record: 14-10 overall, 8-6 conference