

Central Georgia Technical College

Local Board of Directors Meeting

AGENDA

Wednesday, March 4, 2020

A Building, Room 419 – Macon Campus

10:30 a.m. – 12:00 p.m.

Call to Order

Mr. David Danzie

Invocation and Pledge of Allegiance

Approval of Minutes

Mr. David Danzie

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
 - Review of CGTC Plans
 - Business Continuity Plan
 - Emergency Operations Plan
 - Exposure Control Plan
 - Hazard Communication Program Plan
 - 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. David Danzie

New Business

Mr. David Danzie

Adjourn

Central Georgia Technical College Board of Directors
Wednesday, February 12, 2020
10:30 a.m.
Central Georgia Technical College – Milledgeville Campus, H106

In Attendance

Allen, Ivan
Brown, Brenda
Burks, Deborah
Buzzell, Marsha
Clark, Emmanuel
Couch, Mike
Davis, Dana
Faircloth, Jimmy
Griner, Andrea
Holloway, Amy
Jackson, Craig
Jackson, Larry
Jennings, Manse
Kelly, Janet

McClure, Tonya
Quinn, Bonnie
Rivera-Thompson, JoBen
Ross, Trish
Scruggs, Jeff
Siniard, Michelle
Snelgrove, Brian
Steele, Danielle
Turner, Jackie
West, Wanda
Willcox, Jessica
Williams, Avis
Wilson, Eric (electronic)
Wright, Angela

I. Call to Order

Mr. Mike Couch called the meeting to order at 10:30 a.m.

II. Invocation and Pledge of Allegiance

Dr. Avis Williams led the invocation, and Mr. Manse Jennings led the Pledge of Allegiance.

III. Approval of Minutes

The minutes for the December 11, 2019 meeting were unanimously approved.

IV. New Business

The Board heard presentations from CGTC's 2020 RPA Winner, GOAL Winner, and EAGLE Winner.

Dr. Amy Holloway presented a new TCC in Pre-Nursing. The Board unanimously agreed to approve the program.

Mr. Jeff Scruggs provided a student housing update to the Board, to include the Student Housing Survey Results.

V. Meeting Adjourned

The meeting was adjourned at 12:00 p.m.



Academic Affairs Update

CGTC Board of Directors Meeting

Report Date: February 28, 2020

Meeting Date: March 4, 2020

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

NEW PROGRAM REQUEST

DIESEL EQUIPMENT FUNDAMENTALS

Technical Certificate of Credit

Proposed Date of Implementation: Summer Semester 202016

Location: Macon Campus Dual Enrollment

Program Description: The Diesel Equipment Fundamentals certificate program is designed to introduce knowledge and skills to be successful in performing preventative maintenance and repair on diesel engines and equipment. Topics include an overview of diesel powered vehicles, safety, tools and equipment, basic welding skills, electrical and electronic systems, and drive train systems on medium and heavy duty trucks.

Statement of Need for Program in the Service Area: This is an institutionally-developed TCC and is an embedded program in the Diesel Equipment Technology diploma. This program was developed at the request of an industry partner for dual enrollment with Hutchings College & Career Academy.

Program Curriculum

DIESEL EQUIPMENT FUNDAMENTALS TCC			
DIET	1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET	1010	Diesel Electrical and Electronic Systems	6
DIET	2020	Truck Drive Trains	4
MINIMUM TOTAL			13

Admission Requirements:

Minimum Test Scores: Placement scores in accordance with CGTC/TCSG standards

NEW PROGRAM REQUEST

FAMILY CHILD CARE SPECIALIST (FC21)

Technical Certificate of Credit

Proposed Date of Implementation: Summer Semester 202016

Location: Warner Robins, Macon, and Milledgeville Campuses

Program Description: The Early Childhood Care and Education Family Child Care Specialist program is a sequence of courses designed to prepare students for in-home family child care. The program emphasizes a combination of early childhood care and education theory and practical application as well as management and regulations for in-home family child care. Graduates have qualifications to offer child care in his/her home or to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Statement of Need for Program in the Service Area: This is an embedded program in the Early Childhood Care and Education associate degree.

Program Curriculum

FAMILY CHILD CARE SPECIALIST TCC			
ECCE	1101	Introduction to Early Childhood Care & Education	3
ECCE	1103	Child Growth and Development	3
ECCE	1105	Health, Safety and Nutrition	3
ECCE	2340	Family Child Care Program Management	3
ECCE	2342	Family Child Care Business Management	3
MINIMUM TOTAL			15

Admission Requirements:

Minimum Test Scores: Placement scores in accordance with TCSG standards

PROGRAM TERMINATIONS

PERTINENT FACTS:

We request the following programs be inactivated effective 202016. A teach-out plan has been developed for the remaining students.

<u>Major Code</u>	<u>Program Name</u>
AC51	Advanced CAD Technician TCC
CP41	CAD Technician TCC
EBT1	Engineering Technician TCC

RECOMMENDATION:

That the above programs of study be referred to the State Board of the Technical College System of Georgia for inactivation.

NEW PROGRAM REQUEST

ENGINEERING GRAPHICS TECHNICIAN TCC MECHANICAL ENGINEERING TECHNICIAN TCC ELECTRICAL ENGINEERING TECHNICIAN TCC INDUSTRIAL MAINTENANCE AND ENGINEERING TECHNICIAN TCC

Institutionally-developed

Proposed Date of Implementation: Fall Semester 202112

Location: Warner Robins and Macon Campuses

Statement of Need for Programs in the Service Area: These Engineering technical certificates are embedded programs in the Engineering Technology associate degree.

Program Curriculum

Engineering Graphics Technician TCC			
Program Description: This certificate program introduces the basics of CAD software as it is used in engineering technology. Graduates will have developed skill set for industry certification.			
ENGT	1000	Introduction to Engineering Technology	3
MATH	1113	Pre-calculus	3
DFTG	1101	CAD Fundamentals	4
or			
DFTG	2010	Engineering Graphics	(4)
DFTG	1105	3D Mechanical Modeling	4
DFTG	1107	Adv. Dimensioning/Sectional Views	4
DFTG	1113	Assembly Drawings	4
MINIMUM TOTAL CREDIT HOURS			22

Mechanical Engineering Technician TCC			
Program Description: This certificate program introduces the principles of mechanical engineering and mathematics and aligns to the ME specialization in the Engineering Technology AAS degree.			
ENGT	1000	Introduction to Engineering Technology	3
MATH	1113	Pre-Calculus	3
PHYS	1111/L	Physics I and Lab	4
DFTG	1101	CAD Fundamentals	4
or			
DFTG	2010	Engineering Graphics	(4)
MEGT	XXXX	any Mechanical Engineering course	3
CIST	1305	Program Design and Development	3
Choose 3 to 4 hours of electives from the following:			

CIST	23XX	any Computer Information Systems programming course	(4)
ECET	XXXX	any Engineering Technology course and lab	(4)
MEGT	XXXX	any Mechanical Engineering course	(3)
AUMF	1150	Introduction to Robotics	(3)
MINIMUM TOTAL CREDIT HOURS			23

Electrical Engineering Technician TCC

Program Description: This certificate program introduces the principles of electrical engineering and mathematics and aligns to the EE specialization in the Engineering Technology AAS degree.

ENGT	1000	Introduction to Engineering Technology	3
MATH	1113	Pre-Calculus	3
PHYS	1111/L	Physics I and Lab	4
ECET	11XX/L	Select any two ECET lecture/lab sequences	8
Choose 3 to 4 hours of electives from the following:			
CIST	1305	Program Design and Development	(3)
ELCR	XXX	any Electronics Technology course	(3)
MINIMUM TOTAL CREDIT HOURS			21

Industrial Maintenance and Engineering Technician TCC

Program Description: This certificate program introduces students to the principles of industrial engineering and mathematics and aligns to the IE specialization in the Engineering Technology AAS degree.

ENGT	1000	Introduction to Engineering Technology	3
MATH	1113	Pre-calculus	3
PHYS	1111/L	Physics I and Lab	4
DFTG	1101	CAD Fundamentals	4
or			
DFTG	2010	Engineering Graphics	(4)
CIST	1305	Program Design and Development	3
MEGT	1010	Manufacturing Processes	3
Choose 3 to 4 hours of electives from the following:			
CIST	23XX	any Computer Information Systems programming course	(4)
MEGT	1321	Machining and Welding	(2)
AUMF	1150	Introduction to Robotics	(3)
IDFC	XXXX	any Industrial Fundamentals course	(3)
IDSY	XXXX	any Industrial Systems course	(3)

Admission Requirements:

Minimum Test Scores: Placement scores in accordance with CGTC/TCSG standards

Central Georgia Technical College
FY 2020 YTD Analysis
as of February 29, 2020

		Annual Budget	Current Year Revenue	Receivables	Current Year Expenditures	Net Amount
01932	State Appropriation	24,748,011	16,434,128		15,159,856	1,274,272
01938	Adult Ed State Funds	1,002,820	668,548		687,434	(18,886)
18000	CMVOST - CDL Grant	200,461	69,825	5,308	75,133	0
19100	RSI - Student Success	494,937	650,436	45,930	696,366	0
2416W	FY20 GA Apprenticeship Grant	100,000		16,754	16,754	0
2420A	Federal Work Study Funds	293,386	157,384	27,824	185,208	0
24999	OSHA Susan Harwood Grant	209,672	92,087	9,072	101,159	0
2620A	Adult Ed Federal Funds	1,324,000	843,361		962,585	(119,224)
26991	VBOC Grant	252,070	167,373	30,086	197,459	0
30141	SNAP	149,335	85,200	8,720	93,920	0
3240A	FY20 Carl Perkins	1,555,673	968,396	21,632	990,028	0
35315	CCampus Grant	178,582	63,850	4,114	67,964	0
3549A	FY20 WIOA Adult	239,250	207,810	21,588	229,398	0
3549D	FY20 WIOA Dislocated Worker	195,750	108,594		108,594	0
3549V	FY20 WIOA Vet	779,615	87,519	225	87,744	0
3549Y	FY20 WIOA Youth	485,000	149,895	10,541	160,436	0
36201	ECLC Quality Rated Grant	140,000	42,908		30,589	12,319
38190	GA Gear Up	917	917		917	0
55002	Live Work - Cosmetology	19,000	9,567		11,143	(1,576)
55004	Live Work - Auto Tech	18,000	9,854		3,939	5,915
55011	Live Work - Child Dev Ctr	250,000	215,104		290,752	(75,648)
55024	Live Work - Dental Hygiene	42,000	22,230		29,326	(7,096)
55029	Live Work - Diesel Mechanic	1,000	236		36	200
60001	Tuition	15,649,134	11,342,874	1,976,624	13,352,807	(33,309)
60005	GED Testing	65,000	51,920		114,436	(62,516)
60015	Miscellaneous	1,000,000	587,273		414,455	172,818
60030	Testing Center	90,000	47,187		12,458	34,729
60133	Misc Income Registration Fees	910,000	626,513	75,886	166,883	535,516
60134	Misc Income Application Fees	70,000	44,480	25		44,505
60135	Student Technology Fee	1,575,000	1,080,059	161,054	767,993	473,120
60136	Misc Student Fees	1,000,000	988,168	134,069	198,322	923,915
61001	Continuing Education	250,000	136,088		236,147	(100,059)
61003	Business & Industry General	865,000	721,985		554,263	167,722
61125	DAU	258,500	137,205	21,290	783	157,712
61127	CLCP	16,000	10,135		11,504	(1,369)
61143	FAA	55,000	14,306		11,014	3,292
61158	CDL Testing	8,500	9,710			9,710
61161	American Heart CTC	40,000	29,732		14,552	15,180
61272	GDC Occupational Skills	1,941,103	966,392	135,155	934,809	166,738
61295	EOC Head Start	61,750	41,167		46,338	(5,171)
61335	A/E Miscellaneous	0	0		387,776	(387,776)
61337	Jones County A/L	20,000	20,000			20,000
62007	Concession Sales	105,000	47,420		59,114	(11,694)
90113	FY20 GA Dept of Corrections	14,400	18,900		18,900	0
90360	Child & Adult Care Food Prog	35,000	30,700	18,269	52,857	(3,888)
90370	Two Gen Innovation Grant	20,138	4,690	2,326	7,016	0
90391	Bright from Start PreK Funds	300,578	209,792	28,727	244,814	(6,295)
94358	DJJ Grant	147,550	86,071	12,296	22,293	76,074
95348	FY2019 MRR Bond	355,031	87,669	64,727	152,396	0
95357	FY2020 MRR Bond	529,186				0
95358	FY2020 Equipment Refresh	573,225	305,985	44,556	350,541	0
96220	FY20 DHS/DFCS Training Grant	190,110	110,851	5,439	116,290	0
Grand Total		58,824,684	38,812,494	2,882,237	38,435,501	3,259,230

Net to Date	3,259,230
Prior Year Carry-over	1,095,781
<i>Net Income, including Prior Yr Carry-over</i>	<u><u>4,355,011</u></u>

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

		FY2019			FY2020			FY20 vs. FY19
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	15,366,201	14,492,153	874,047	16,434,128	15,159,856	1,274,272	400,225
01938	Adult Ed State Funds	676,932	661,105	15,827	668,548	687,434	(18,886)	(34,713)
02000	Equipment Refresh Funds	472,046	472,046	0	-	-	0	0
18000	CMVOST - CDL Grant	19,590	19,590	0	75,133	75,133	0	0
19100	RSI - Student Success	399,013	399,013	0	696,366	696,366	0	0
22015	First in the World Grant	211,539	211,539	0	-	-	0	0
23016	DoD OEA Grant	198,803	198,803	0	-	-	0	0
2416W	FY20 GA Apprenticeship Grant	-	-	0	16,754	16,754	0	0
2420A	Federal Work Study Funds	149,099	149,099	0	185,208	185,208	0	0
24999	OSHA Susan Harwood Grant	51,226	51,226	0	101,159	101,159	0	0
2620A	Adult Ed Federal Funds	821,491	1,287,894	(466,403)	843,361	962,585	(119,224)	347,179
26991	VBOC Grant	125,065	125,065	0	197,459	197,459	0	0
28012	PBI Grant	-	-	0	-	-	0	0
30141	SNAP	88,696	88,696	0	93,920	93,920	0	0
3240A	Carl Perkins	1,004,556	1,004,556	0	990,028	990,028	0	0
35315	CCampus Grant	28,668	28,668	0	67,964	67,964	0	0
3549A	FY20 WIOA Adult	137,212	137,212	0	229,398	229,398	0	0
3549D	FY20 WIOA Dislocated Worker	68,908	68,908	0	108,594	108,594	0	0
3549V	FY20 WIOA Vet	-	-	0	87,744	87,744	0	0
3549Y	FY20 WIOA Youth	172,628	172,628	0	160,436	160,436	0	0
36201	ECLC Quality Rated Grant	49,163	-	49,163	42,908	30,589	12,319	(36,844)
38190	GA Gear Up	-	-	0	917	917	0	0
48001	Lumina Foundation Grant	6,000	6,000	0	-	-	0	0
55002	Live Work - Cosmotology	32,367	21,188	11,179	9,567	11,143	(1,576)	(12,755)
55004	Live Work - Auto Tech	20,713	6,108	14,605	9,854	3,939	5,915	(8,690)
55011	Live Work - Child Dev Ctr	182,011	286,987	(104,976)	215,104	290,752	(75,648)	29,328
55024	Live Work - Dental Hygiene	34,807	29,855	4,952	22,230	29,326	(7,096)	(12,048)
55029	Live Work - Diesel Mechanic	590	-	590	236	36	200	(390)
60001	Tuition	11,716,944	13,090,700	(1,373,756)	13,319,498	13,352,807	(33,309)	1,340,447
60005	GED Testing	37,835	106,434	(68,599)	51,920	114,436	(62,516)	6,083
60015	Miscellaneous	517,883	53,861	464,023	587,273	414,455	172,818	(291,205)
60030	Testing Center	65,470	85,082	(19,613)	47,187	12,458	34,729	54,342
60133	Misc Income Registration Fees	701,220	173,966	527,254	702,399	166,883	535,516	8,262
60134	Misc Income Application Fees	46,180	-	46,180	44,505	-	44,505	(1,675)
60135	Student Technology Fee	1,224,133	782,813	441,320	1,241,113	767,993	473,120	31,800
60136	Misc Student Fees	1,054,328	118,484	935,845	1,122,237	198,322	923,915	(11,930)
61001	Continuing Education	155,670	213,317	(57,647)	136,088	236,147	(100,059)	(42,412)
61003	Business & Industry General	601,003	393,218	207,785	721,985	554,263	167,722	(40,063)
61125	DAU	309,575	-	309,575	158,495	783	157,712	(151,863)
61127	CLCP	9,404	9,404	0	10,135	11,504	(1,369)	(1,369)
61143	FAA	41,734	17,609	24,125	14,306	11,014	3,292	(20,833)
61158	CDL Testing	6,250	706	5,544	9,710	-	9,710	4,166
61161	American Heart CTC	35,037	16,069	18,969	29,732	14,552	15,180	(3,789)
61272	GDC Occupational Skills	1,503,791	1,062,214	441,577	1,101,547	934,809	166,738	(274,839)
61295	EOC Head Start	41,167	5,557	35,610	41,167	46,338	(5,171)	(40,781)
61335	A/E Miscellaneous	-	49,631	(49,631)	-	387,776	(387,776)	(338,145)
61337	Jones County A/L	20,000	-	20,000	20,000	-	20,000	0
62007	Concession Sales	82,304	89,386	(7,082)	47,420	59,114	(11,694)	(4,612)
90113	Ga Dept of Corrections Testing	-	-	0	18,900	18,900	0	0
90360	Child & Adult Care Food Prog	21,873	50,594	(28,721)	48,969	52,857	(3,888)	24,833
90370	Two Gen Innovation Grant	-	-	0	7,016	7,016	0	0
90391	Bright from Start PreK Funds	202,495	212,366	(9,872)	238,519	244,814	(6,295)	3,577
94358	DJJ Grant	84,716	57,695	27,021	98,367	22,293	76,074	49,053
95342	FY2018 MRR Bond	131,520	131,520	0	-	-	0	0
95343	FY2018 Equipment Bond	70,226	70,226	0	-	-	0	0
95348	FY2019 MRR Bond	14,500	14,500	0	152,396	152,396	0	0
95358	FY2020 Equipment Refresh	-	-	0	350,541	350,541	0	0
96220	DHS/DFCS Training Grant	95,494	95,494	0	116,290	116,290	0	0
Grand Total		39,108,071	36,819,180	2,288,891	41,694,731	38,435,501	3,259,230	970,339

Net to Date	2,288,891	3,259,230	
Prior Year Carry-over	984,554	1,095,781	
Net Income, including PY Carry-over	<u>3,273,445</u>	<u>4,355,011</u>	<u>1,081,566</u>



Adult Education Update

CGTC Board of Directors Meeting

Report Date: March 2, 2020

Meeting Date: March 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
FY19	1,902	136,197	1060	56%	333
FY20	1,574	124,498	701	45%	395

*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	151	14,479	69	46%
ABE2 Beginning Basic Education	671	55,681	271	40%
ABE3 Intermediate Low	417	26,943	175	42%
ABE4 Intermediate High	84	4,622	45	54%
ASE1 Low	1	22	1	100%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	44	3,899	24	55%
ESL2 Low Beginning	68	6388	38	56%
ESL3 High Beginning	50	4595	28	56%
ESL4 Intermediate Low	33	3312	22	67%
ESL5 Intermediate High	41	3224	20	49%
ESL6 Advanced	14	1,335	8	57%
TOTAL	1,574	124,498	701	45%

Information Items:

- Accelerating Opportunity Program
 - 49 students enrolled
- BB&T Workforce Investment Program/Integrated Education and Training (IET)
 - 75 students completed
 - 192 certifications earned
 - Current Class:
Baldwin County – 8 participants
Warner Robins – 7 participants
- Youth Success Academy
 - 239 Approved Out of School Youth Students
 - 30 Work Experience Participants
 - 19 Enrolled in CGTC credit class
- New Initiative:
 - Career Plus HSE
 - Credit for highs school
 - Credit for parts of GED passed
 - 2 TCC's

Upcoming Events:

- 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 5-8 COABE Conference, Baltimore, MD
- April 15 Adult Education Day at CGTC Warner Robins Campus



Economic Development Update

CGTC Board of Directors Meeting

Report Date: February 27, 2020

Meeting Date: March 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
Burruss Correctional	Emotional Intelligence	5	8 hours	1/27 – 1/28
	Interpersonal Skills	5	8 hours	2/3 – 2/4
	Self Awareness	4	8 hours	2/10 – 2/11
	Social Intelligence	6	8 hours	2/17 – 2/18
	Stress Management	4	8 hours	2/24 – 2/25
DAU	Various Courses	120	Varies	2/1 – 2/29
Macon Transition Center	OSHA 10	11	10 hours	2/1 – 2/2
Metro Power	Master's Electrical License Prep	3	74 hours	2/3 – 4/4
Armstrong	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
JMC Clayton	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
BASF	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
Darien's Electrical Contracting	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
Ace Electric	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
Allstate Electrical	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
Armstrong	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
DBJ Plumbing & Electrical	Master's Electrical License Prep	1	74 hours	2/3 – 4/4
WR-ALC/EMXG	Forklift Train the Trainer	2	8 hours	2/7
Kumho Tire	Leadership Development Series	18	8 hours	2/11
	Leadership Development Series	21	8 hours	2/18
Graphic Packaging (Perry)	Forklift Safety Training	2	8 hours	2/13
WR-ALC	Production Environment Readiness	19	43 hours	2/21 – 2/28
Dixon Ticonderoga	Forklift Safety Training	18	8 hours	2/24 – 2/25
	Forklift Safety Recertification	4	4 hours	2/24 – 2/25

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course	Training Dates
Drivers Education	16	36 hours	2/1 – 2/29
Driver Training (Drive Only)	5	6 hours	2/1 – 2/29
Professional Testing	3	Varies	2/1 – 2/29
CDL Exams	26	2 hours	2/1 – 2/29
Security +	4	72 hours	2/10 – 2/21
Forklift Safety Training	5	8 hours	2/13
Forklift Safety Training	10	8 hours	2/25

BB&T Workforce Investment Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
AHA First Aid/CPR/AED	8	8 hours	2/5
Forklift Safety Training	8	8 hours	2/6
Forklift Safety Training	9	8 hours	2/25

U.S. DoL OSHA Susan Hardwood Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
Forklift Safety Training	4 (4-Mosaic Development)	7.5 hours	2/1
Personal Protective Equipment	1 (1-L.E. Schwartz)	3 hours	2/2
Fall Protection	2 (1-L.E. Schwartz)	3 hours	2/3
Forklift Safety Training	5 (1- Dixon Ticonderoga)	7.5 hours	2/10
Lockout/Tag Out	2 (1-Mosaic Development)	3 hours	2/18
Bloodborne Pathogens	2 (1-Mosaic Development)	3 hours	2/20
Ladder Safety	5 (2-GIGA)	3 hours	2/20
Forklift Safety Training	6	7.5 hours	2/22
Respiratory Safety	2	3 hours	2/25

Industry Outreach:

- Panaprint – Bibb County
- Dixon Ticonderoga – Bibb County
- Tractor Supply – Bibb County
- Georgia Artisans – Bibb County
- Graphic Packaging – Houston County
- Blue Bird - Peach County
- Embraer – Bibb County
- Dean Baldwin Painting – Bibb County
- YKK – Bibb County
- NavCom Defense Electronics – Houston County
- Air Industrial Readiness Program

Community Outreach:

- Career Women's Networking Luncheon
- Society of Human Resource Management – Monthly Meeting
- Roberta-Crawford County Chamber of Commerce – Annual Meeting
- Georgia CEO Magazine – Video Shoot
- Greater Macon Chamber of Commerce State of the Community Luncheon
- Development Authority of Houston County – Board Meeting
- Houston County Family Connection – Board Meeting
- Perry Chamber of Commerce – Business Networking Event (hosted and participated)
- Crawford County GDECD Meeting
- Macon-Bibb Workforce Board Meeting
- Georgia Economic Developer's Association – Monthly Meeting
- Georgia Southern University – Hosted tour of Aviation Workforce Center
- Twiggs County Leadership Retreat
- Perry Chamber of Commerce – Board Meeting

Facilities:

- **Over 2,855 visitors utilized** facilities at the Warner Robins campus for the month of February including Middle GA RESA, Grove Church, Central Georgia Arts & Alliances, RAFB, Perdue Farms, Houston County BOE, GA Southern University, Bright from the Start, GA Institute of Technology, Robins Regional Chamber, GA Department of Corrections, Perry Chamber, Sangha Unity Network, Houston County Board of Health, Houston Healthcare, Blue Bird, Waves, Toastmasters, Houston County Cotillion, Alpha Kappa Alpha Sorority, and Delta Sigma Theta Sorority
- **Over 1,170 visitors utilized facilities at the Macon** campus during the month of February including Middle GA RESA, Navicent Health, Armstrong World Industries, Irving, Governor's Office of Student Achievement, Technical College System of Georgia, Employees' Retirement System of Georgia, Georgia School of Nutrition Association, TIEGA Winter Conference, Middle Georgia P-20 Collaborative, Georgia College and State University, Georgia Commission on Child Support, Georgia Department of Revenue, Department of Education, Middle Georgia Employers Committee, Southern Co/Georgia Power, Department of Correction, Georgia Phi Beta Lambda, GAP Group, Inc., Alliant Georgia Medical Care Foundation, and the State Bar of Georgia Institute of Continuing Legal Education
- **Over 325 visitors utilized the facilities at the Milledgeville** campus during the month of February including Baldwin County Chamber of Commerce, Baldwin County School System, Baldwin County Sheriff's Department, Coliseum Health System, Communities in Schools of Georgia, Employees' Retirement System of Georgia, Georgia Academy for Economic Development, and Georgia Department of Juvenile Justice

Facilities and Ancillary Services Update

Report Date: March 2, 2020

Meeting Date: March 4, 2020

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

Construction Projects

TCSG 351 VECTR Industrial Lab Expansion: Project completed. Classes being taught in the buildings. 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.

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 update

- 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 replacement on-going. Project cost: \$49,949.00
- Warner Robins Cooling tower installed. Project cost: \$145,123.00
- Warner Robins automotive HVAC installation on-going. 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. Pre-bid meeting will be held Tuesday, March 3, 2020, at 10:00 am on the WR campus.

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. The renovations are 98% complete. 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.

Police/Security

Chief Wilbanks attended the Georgia Association of Chiefs of Police Winter Conference, February 10-12. Chiefs Wilbanks received 14 hours towards the mandatory 20 hours of Executive Training credit which Georgia requires annually. There are other training requirements however, each chief must have at least 20 hours of executive level training.

CGTC Police officers completed the reasonable suspicion training mandated by TCSG.

Chief continues to work with Facilities and AFB on the Robins North project. We have alternating security coverage and roving patrol police coverage at both sites.

Other events we have supported this month are:

- A Chamber Reality Check for 9th Graders G bldg.
- GOAL Event in Watson Health Sciences bldg.
- Numerous RESA, DAU and Economic Development training events.
- Department of Corrections S.A.R.T. training

[illegible]

EXECUTIVE VICE PRESIDENT DIVISION

CGTC BOARD OF DIRECTORS MEETING



VECTR Update

Report Date: February 28, 2020

Meeting Date: March 4, 2020

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

Statistics: 2 Aug 16 – 29 Feb 20:

- Provided 46,064 requested services to veterans, service members/families
- Career Coaching 2,855
- Community Resources 1,909
- Education-Financing 1,675
- Testing Center 2,808
- Entrepreneurship 2,324
- Department of Labor (DOL) 836
- Education-TCSG 1,817
- Education-USG 622
- United Way - Mission United 747
- WIOA 222
- Veterans Services (VSO) 30,249
- Hosted - Hosted 20,244 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
CompTIA Security + Bootcamp	5	2	2/10-2/21

Training events:

Name	Number Trained	Length of Course (Days)	Training Dates
VET2 Lean Six Sigma	35	10	2/3-2/14
ISC 2 Middle GA Chapter	5	1	2/18

Workshops conducted:

Name	Organization	Number Trained	Training Dates
VA Disability Workshop	Chief Rodriguez	20	2/4
HUD/VASH	Veteran Affairs	15	2/4
Lunch & Learn-Intro to Microsoft PowerPoint	Mercer University	20	2/11
Peer Discussion Group	Ronald Johnson (VA)	6	2/12
Lunch & Learn-LinkedIn Basics	Mercer University	20	2/26
Peer Discussion Group	Ronald Johnson (VA)	6	2/26

VBOC:

Events	Location	Number Trained	Training Dates
B2B	MCLB-Albany	6	2/11-2/12
B2B	Fort Gordon	4	2/19-2/20
B2B	Robins AFB	20	2/20-2/21
B2B	Hunter AAF	14	2/24-2/25
B2B	Fort Stewart	16	25-2/26

Outreach:

Events	Location	Number Trained	Training Dates
CSP	Hunter AAF/Ft. Stewart	10/70	2/5-2/6
CSP	Ft. Benning	12	2/12
CSP	Hunter AAF/Ft. Stewart	30/46	2/12-2/13
CSP	Ft Benning	13	2/19
CSP	Hunter AAF/Ft. Stewart	25/50	2/26-2/27

Industry/Community Outreach:

Job Fair (20 employers, 100+ participants)
 SHARE Military Initiative (Atlanta)
 Independent Electrical Contractors (spoke at bi-annual meeting)
 United Association of University Women (guest speaker)
 VETLANTA Employment Committee
 Georgia Veteran Service Board (Chairman)
 Eggs & Issues (Houston County)
 Joshua Daly (Staffer for Congressman Drew Ferguson)
 Behavioral Health Resource Fair
 Glynn County School (VECTR Visit)
 USNCC



Institutional Advancement Update

CGTC Board of Directors Meeting

Report Date: February 24, 2020

Meeting Date: March 4, 2020

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

Events

- National Science Foundation Grant Training Workshop
 - February 28 @ the Macon campus
 - Working with IE who will facilitate training session hosted by NSF
- 15th Annual Golf Tournament
 - April 7 @ Houston Lake Country Club
 - Soliciting sponsors and teams
- Scholarship Opportunity Workshops for CGTC Students
 - February 25-27 on the Macon, Milledgeville and Warner Robins campuses

Special Projects

- Large Gifts and Grants
 - W Mansfield Jennings, Jr Charitable Trust
 - \$6,000 for initiatives benefitting Pulaski county students
 - Flint Energies Foundation (VECTR)
 - \$8,650 Funds for entrepreneurship initiatives
 - Robins Financial Credit Union
 - \$50,000 requested for financial training center at the Warner Robins campus as well as student scholarships for related programs
- In Kind Donations
 - Equipment
 - Laboratory incubators (3) for clinical laboratory program
 - Acrylic paint for automotive program
- Dormitory Project
 - Working with all parties involved to determine best strategy for moving forward
- Operational
 - Researching LLC options for current and future Foundation assets.
 - Evaluating donor management software options.



Institutional Effectiveness Update

CGTC Board of Directors Meeting

Report Date: March 2, 2020

Meeting Date: March 4, 2020

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

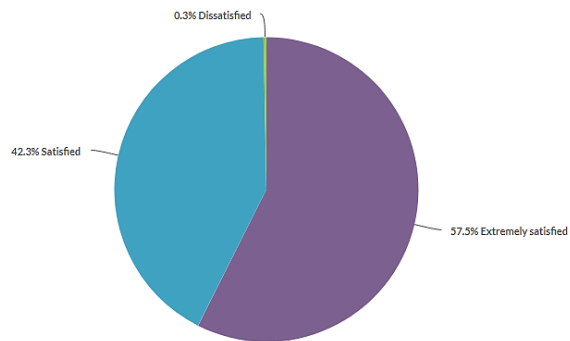
INFORMATION ITEMS

Survey Update:

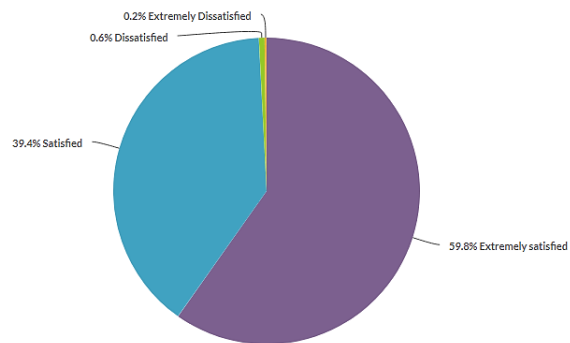
- 118 students completed the AY 2020 Graduate Survey between November 1, 2019 and January 31, 2020. 74 students requested additional assistance in at least one of the following areas: Admissions, Career Services, Registrar, and/or Alumni Network. The list of students was shared with the respective department for contact. The survey is on-going.
- 979 students responded to the AY2020 CGTC Academic Resources Usage & Satisfaction Survey, an increase of 862 responses from the prior year response count of 117. Students were asked to provide feedback on academic resources such as the Library and the Academic Success Center (ASC). The survey was open from January 29, 2020, to February 21, 2020. Final results were shared with the Director of Library and Academic Support Services for review. When asked which of the following academic resources they use and/or knew how to access, students answered:

	I use this resource	I know how to access this resource	I am not familiar with this resource	Total Checks
Academic Success Center (ASC Tutoring Center) Resources				
Checks	339	451	190	980
Row Check %	34.6%	46.0%	19.4%	
CGTC Library Resources				
Checks	523	411	75	1009
Row Check %	51.8%	40.7%	7.4%	
Smarthinking Online Tutoring				
Checks	196	373	380	949
Row Check %	20.7%	39.3%	40.0%	
Total Checks				
Checks	1058	1235	645	2938
% of Total Checks	36.0%	42.0%	22.0%	100.0%

When asked about overall satisfaction with the services received through the Library, students answered:



When asked about over satisfaction with the services received through the Academic Success Center (ASC), students answered:



Perkins Update:

- CGTC representatives participated in Perkins V Comprehensive Local Needs Assessment Meetings at William S. Hutchings College and Career Academy on January 22, 2020 and February 25, 2020, to assist secondary CTAE partners in development of the district Perkins Comprehensive Local Needs Assessment
- **February 6, 2020** - the CGTC Perkins V Comprehensive Needs Assessment for 2021-2020 was submitted to TCSG
- **April 7, 2020** - the Perkins Local Application is due to TCSG. The Application is currently being developed with internal Perkins stakeholders.
- **April 30, 2020** - the FY 2021 Perkins Budget is due to TCSG. The Budget is currently being developed with Academic Affairs and Student Affairs.
- **July 1, 2020** - full implementation of Perkins V Local Application begins.

Programmatic Accreditation Update:

- Radiologic Technology-Macon JRCERT Self-Study submitted on February 5, 2020.
- Physical Therapy Assistant CAPTE Self-Study is in progress.
- Radiologic Technology-Warner Robins JRCERT Interim Report is in progress.

Multiple Measures Pilot for ECON 1101 for Houston County Dual Enrolled Students

- The Office of Institutional Effectiveness is coordinating the research for the multiple measures pilot program for the dual enrolled ECON 1101 course agreement with Houston County Board of Education beginning August 2020. A Research Plan has been developed to collect data during the pilot and will include: PSAT Scores, HOPE GPA, Highest Math Course Taken at High School and Grade Received, ACCUPLACER Next Gen QAS Scores, Midterm Exam Grades, Final Exam Grades, Final Class Grade, and Student Learning Outcome Data. A report of results from the pilot will be provided in May 2021, after conclusion of the pilot.

Professional Development

Titan Leadership Institute Board Meeting Participants:

Carmen Davis, Advancement Specialist, Foundation
Denise Eady, Program Specialist, Conduct, Appeals, and Compliance
Allison Repzynski, Director of Library and Academic Support Services
Christina Tippy, Early Childhood Care and Education Faculty

- Since July 1, 2019, 405 CGTC faculty and staff members have completed 3,307 training modules. These include Disabilities/504, Sexual Harassment, Unlawful Harassment of Staff and Students, Computer and Internet Use, Motivating Adult Learners, Bloodborne Pathogens, Title IX Legislation, Hazardous Materials, Part One and Part Two, Learning Disabilities, Employee Health, and others.
- Researched and presented a series of professional development sessions titled *Pedestal: Student Centric Instruction*. Twenty-five faculty members participated in the four-session series. These sessions included Under-prepared Students, Student-Centered Teaching, Teaching Students How to Learn, and concluding with Building a Prep Program for Under-Prepared Students.
- Following this experience, collaborated with RN faculty to create a four-day workshop, the Nursing Expectations Workshop for Beginners (NEWB), for under-prepared students that was delivered to thirty-six entering RN students in the first week of the term. Composed a survey instrument to serve as a pre-test/post-test to determine the impact the workshop had on students, in particular their perception of the program and their expectations. Performed an analysis of the results:
 - Question 24 showed a statistically relevant increase (Z-score>1.00). "I plan to continue to work part time during the course of the nursing program"; this suggests the NEWB activity led them to believe in the possibility of being able to manage a part time job with the rigor of coursework.
 - Question 9 showed a Z-score of 0.96, not quite statistically relevant but worth noting, "I am confident that I will function well during CGTC nursing examinations"
 - Questions 26 showed the greatest decrease in Mean scores, "I know how to manage my time effectively" decreased from a pre-test response Mean of 3.67 to a post-test Mean of 3.06. This response might be from a greater awareness of the time management needs for the program. The reality of the volume and intensity of the academics might be more apparent to students following the NEWB workshop.

- Question 18 is interesting, “My family is supportive of my attending the nursing program at CGTC” had a unanimous pre-test result of “Strongly Agree”; the post-test result showed seven students answered “3”, or “Agree” on the post-test. This suggests their support at home decreased over the course of the four-day workshop, which is confusing. Perhaps their focus on the survey questions was increased and the value they placed on accurate answers became greater?
- Further analysis is needed as students progress to determine long-term impacts of the NEWB activity.
- Conducted the Teacher Education Academy for ten newly hired full time faculty. This three-day workshop covers the structure and purpose of the College and TCSG, understanding our students, teaching and assessing our students, and a number of the policies and procedures relevant to instruction. A follow-up survey indicated 100% satisfaction from those participants.
- Researched and presented professional development sessions on Retention that discussed national best practices for the classroom. Local faculty best practices were also included; also reviewed the definitions and the formula for calculating retention used by TCSG. Reviewed those programs at the three levels (TCC, Diploma, and Degree) with the best rates and those most challenged. Competitive selection was also discussed and the need to improve advisement with students not selected.
- Conducted training on Advisory Committees for 28 faculty and staff members.
- Conducted research with Ms. Robin Carr from the Adult Education regarding the success rates of GED students post-transition to credit instruction. iNET report **405 - HS Diploma and GED Grade Comparison** was created by IT staff. This report excludes those students reporting 13 years of education and further, to include Associate diplomas, degrees and higher. From that pool, the grade distribution is reported for those students entering CGTC with only a High School diploma (HS) or those entering with only a GED. The report was run for three consecutive Fall terms: 202012, 201912, and 201812. There were 9,812 grades (duplicated) for HS graduates and 3,871 grades (duplicated) for GED graduates.
 - From that data, a calculation was made on the attainment rate of each group. Attainment in this instance refers to the rate of success of students in the course. That is, the rate of final grades of A, B, or C compared to final grades of A, B, C, D, or F. W grades are excluded. The report provides two groups of course results: Academic and Occupational.
 - The preliminary data for Academic courses shows mixed results but a more favorable attainment rate for GED graduates. *Table 1* below shows the number of courses with less than a 10% difference in attainment rate between the two groups, which is considered favorable and perhaps the goal. Of the courses with more than a 10% success rate for either HS graduates or GED graduates, GED graduates had greater instances of success over their HS counterparts.

Table 1: Academic Attainment Comparison (iNet report 405)

Academic Course Comparison	202012	201912	201812
Number of comparable courses	24	30	29
Number of courses with less than 10% attainment difference	12	16	20
Number of courses with higher rate of GED graduate success	8	10	5
Number of courses with higher rate of HS graduate success	4	4	4

- The same report was run for Occupational courses and results appear to diminish for GED graduates. There were 421 such courses over the three terms, 59% of which indicated a difference of less than 10% for either group, which one might consider the goal. *Table 2* below shows the results of each term.

Table 2: Occupational Attainment Comparison (iNet report 405)

Occupational Course Comparison	202012	201912	201812
Number of Comparable Courses	136	146	139
Number of Courses with less than 10% attainment difference	70	86	94
Number with higher rate of GED graduate success	31	40	27
Number with higher rate of HS graduate success	35	20	18

- Regarding occupational programs, there were no programs in which HS graduates outperformed GED graduates consistently.

QEP

- The ALFAA Refresher training was conducted on each of the three main campuses and via Telepresence to over eleven faculty and staff members.
- Since the inception of ALFAA, the average percentage of students recorded as having been ALFAA advised each academic year has steadily increased (30% in AY2016; 31% in AY2017; 36% in AY2018; 42% in AY2019), leading to a 134% increase (38% in the baseline year versus 89% in AY2019) of the number of students who are able to demonstrate knowledge in using college success resources as well as registration and withdrawal procedures.
- This trend of increased emphasis on ALFAA advisement and increased student knowledge, autonomy, and efficacy has led to a year-to-year increase in the overall, unduplicated number of the institution's graduates (3,474 in AY2017; 3,690 in AY2018; 4,194 in AY2019) and awards (6,012 in AY2017; 6,084 in AY2018; 6,850 in AY2019), the highest number of awards for any college in the Technical College System of Georgia.
- Researched and developed a new training session, *Advising Students*, that discussed strategies for best serving students with the philosophy of "Any Student, Any Where, at Any Time – *can be advised by* - Any Faculty Member, Any Where, Every Time". In particular, the unique needs of First Generation Students (40.6% of CGTC enrollment) was reviewed in depth. Over 23 faculty and staff members attended on the Warner Robins and Macon campuses.



Satellite Operations Update

CGTC Board of Directors Meeting

Report Date: March 1, 2020

Meeting Date: March 4, 2020

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

Milledgeville Campus/Baldwin County:

- The Oconee RESA Technology Fair was held on the Mville campus. Over 300 people were associated with this event with 228 being middle – high school students. The students competed in a multitude of competitions throughout the day.
- GCSU holds its annual Elevator Pitch Competition for all interested business school students. Dana Davis serves annually as a judge.

Crawford County Center

- The college participated in the Roberta Crawford County Chamber annual meeting held on February 27th.

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

- HWDC Adult Education program is now offering evening instruction and has a total of 9 students enrolled.
- Archway Partnership of University of Georgia: Hawkinsville-Pulaski County Executive Committee Meeting held at HWDC: All key partners engaged and discussed areas of delivery with data reporting

Monroe County Center

- Dr. T. Jackson attended the Annual GA Association for Women in Higher Education Conference in Athens, GA. Commissioner Dozier was a guest speaker.

Putnam County Center:

- The Putnam County Center hosted the Leadership Putnam class on February 13th. Carrie Dietrich gave a CGTC overview and provided a tour of the facilities. Hank Griffeth, Foundation Board Trustee, taught the class on group dynamics.
- The Ferst Readers supports childhood literacy. CGTC will be sponsoring their upcoming fundraising “Suess on the Loose” event.
- On Saturday, February 22nd, the Putnam County Association of Educators hosted the Georgia Department of Education’s Region 7 Spelling Bee. Melvin Sanders, Adult Education instructor, serves as the spelling bee consultant. Many CGTC faculty and staff volunteer to help with this event.

- On Tuesday, February 25th, Carrie Dietrich served as an ambassador for the Eatonton-Putnam Chamber of Commerce and accompanied the Leadership Putnam class to the state capitol. Representative Rick Williams and Representative Trey Rhodes recognized the class at the general assembly. Lt. Governor Duncan, Senator Burt Jones, Representative Rick Williams and Representative Trey Rhodes gave a legislative update to the class during lunch.
- On Thursday, February 27th, Carrie Dietrich visited the Oconee Center Hope House to discuss the opportunities through CGTC to residents. This transitional housing provides a stable support system to help residents with substance abuse. Many of the residents need to acquire their GED and pursue a post-secondary education to help them transition into the workforce. The group will be taking a tour of the Milledgeville campus on March 5th.



Student Affairs Update

CGTC Board of Directors Meeting

Report Date: February 28, 2020

Meeting Date: March 4, 2020

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

Enrollment numbers for the current term are available at:

<https://inet.centralgatech.edu>

Spring Enrollment 2020

Spring 2019	Spring 2020		Difference	% Change
7742	7676	Total	-66	-0.9%
5238	5114	Post-Secondary	-124	-2%
708	329	DOC	-379	-53.5%
1732	2197	HS	465	27%
61	36	AO	-25	-41.0%
4245	4217	FTE	-28	-0.66%

As of 2-28-20 Note: *These are preliminary numbers and will change with the addition of DOC and second session students.*

- March 3rd Mini-mester session 2 begins
- March 20th Counselors' Connection in Macon
- March 22-24th Skills USA state leadership conference @ GA International Convention Center
- March 25th Career & Academic Fair in Warner Robins
- March 27th Counselors' Connection in Warner Robins
- May 1st CGTC Graduation Macon Coliseum
- Conference tournament play has begun with the Lady Titans seeded #3. Men will be seeded #1 or #2.