Central Georgia Technical College
Local Board of Directors Meeting

AGENDA

Wednesday, October 25, 2021
Hyatt Regency Savannah – TCSG Leadership Conference
6:00 p.m. – 6:15 p.m.

Call to Order   Mr. Mike Couch

Invocation and Pledge of Allegiance

Approval of Minutes   Mr. Mike Couch

President's Report   Dr. Ivan Allen

Old Business   Mr. Mike Couch

New Business   Mr. Mike Couch

Adjourn

Central Georgia Technical College Board of Directors
Local Board Meeting
Wednesday, October 6, 2021
10:30 a.m. – 12:00 p.m.
Robins North Facility – Former Boeing Building

In Attendance

Allen, Ivan	Makupson, Amyre
Bailey, Karen (electronic)	McClure, Tonya
Brown, Brenda	Nester, DeAnn
Burks, Deborah	O'Neal, Kathy
Early, Marcus	Robinson, Melodi
Engel, Mike	Ross, Trish
Foster, Bruce	Scruggs, Jeff
Griner, Andrea	Siniard, Michelle
Hart, Sr., Sam (electronic)	Snelgrove, Brian
Jackson, Craig	Steele, Danielle
Jackson, Tatrabian	Stoops, Deryk
Jennings, Manse (electronic)	Wilson, Eric
Lambert, Karen (electronic)	

I. **Call to Order**

Mr. Eric Wilson called the meeting to order at 10:32 a.m.

II. **Approval of Minutes**

The September meeting minutes were approved.

III. **Division Reports**

Division reports were presented to the Board with no action items to approve.

IV. **President's Report**

Dr. Allen provided an update on the College, to include his FY2021 evaluation with Commissioner Dozier, the FY2021 Vendor List, the FY2021 Campus Crime Safety and Security Report, CGTC's AMT Five-Year Plan, and a PowerPoint presentation that included information regarding the College's FY2021 accomplishments and Fall Semester 2021 enrollment numbers.

V. **Meeting Adjourned**

The Board of Directors meeting was adjourned at 12:01 p.m.

Enrollment Services, Marketing, and Public Relations Update

Report Date: October 21, 2021

Meeting Date: October 25, 2021

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

Enrollment and Registration

Fall Semester 2021

- A comparison of <u>net</u> registrants for Fall 2020 and Fall 2021 is shown in the chart below as of October 21
- Fall semester registration is complete for regular credit student
  - The S2 no-show process is complete
    - Fall 2021 S2 only students: 505
  - DOC students and a handful of Dual Enrollment students are still being registered for fall term

<u>Net</u> **Registration Day to Day comparison as of October 21, 2021**

Fall	Overall	Credit	HS	DOC
2020	7928	5577	2121	230
2021	9456	5095	3958	406
Difference	1528	-482	1837	176
	19%	9%	87%	77%

Source: iNet Day to Day registration comparison

Report Date: **October 20, 2021**

Meeting Date: October 25, 2021

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

<u>Grants</u>

NEW Predominantly Black Institutions (PBI) Formula Grant Program
Dept. of Education $489,611 annually; $2,448,055 total
Performance Period: October 1, 2021 – September 30, 2026
- Awarded based on meeting PBI program eligibility requirements for enrollment of needy students during academic year 2019, including at least 40% Black students (CGTC = 48.4%); not less than 50% low income or first generation (CGTC = 54.5%) and registered in an associate degree program (CGTC = 55.6%)
- Provides funding to improve the outcomes of Black American students, with a focus on the Early Childhood Care and Education occupational program, and enhancements to wraparound student support services including the Library and Academic Success Center.

NEW Predominantly Black Institutions (PBI) Competitive Grant Program
Dept. of Education $599,637 annually; $2,998,185 total
Performance Period: October 1, 2021 – September 30, 2026
- Provides funding to improve the outcomes of African American male students through the development of quality digital learning resources, increased access to wraparound student support services, and enhanced educational opportunities in STEM and Heath Science programs

NEW Susan Harwood Capacity Building Grant Follow-on
Dept. of Labor $119,392
Performance Period: October 1, 2021 – September 30, 2022
- Provides funding for CGTC Economic Development to offer free OSHA training to small businesses and targeted populations through the Regional Safety Training Center through September 2022

AmeriCorp VISTA
Corporation for National and Community Service $67,750
- Provides four VISTA positions to build the capacity of the TEAMS Outreach Center by increasing the number of low-income participants served; increasing anti-poverty outcomes among participants, and increasing resources leveraged in support of anti-poverty interventions.
- Mid-year Progress Report due October 30, 2021
  Exceeding project goals for individuals served (100% n=552); individuals with improved job readiness (248%; n=410); individuals earning a post-secondary credential (209% n=115).

CCAMPIS (Child Care Access Means Parents in School) Grant
Dept. of Education $127,979
- Provides funding for childcare tuition of Pell-eligible CGTC students, personnel, professional development, supplies, family resources, and accreditation expenses

- In Year 3, achieved 87% of the annual goal for children of Pell-eligible student-parents served (26 children of 21 student-parents)

CARES Act: Higher Education Emergency Relief Fund (HEERF)
Dept of Education
- Quarterly reports submitted to Dept of Education and posted publicly on CGTC website prior to the October 10, 2021 due date
  https://www.centralgatech.edu/about-cgtc/connect#CARESAct

Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant
Dept. of Transportation
- Provides funding for tuition and fees to support military-affiliated students enrolled in the Commercial Truck Driving program
- FY2019 grant $136,738
  Performance Period: September 2019 – September 30, 2021
  - Final Report due December 29, 2021
    Preliminary data indicates project goals were achieved for enrollment (108% n=54) and graduates (100% n=35). Licensure and Placement data are still being collected.
- FY2020 grant $42,252
  Performance Period: September 2020 – September 30, 2022
  - Quarterly Report due October 30, 2021
    Preliminary data indicates 46% of enrollment goal achieved to date (n=13)

Community Development Block Grant
Macon-Bibb County Office of Economic and Community Development $1,000
- Provides funding for bus passes for economically disadvantaged students residing in Bibb County
- Five students have been assisted with a total of seventeen (17) months of bus pass assistance to support continued enrollment in credit or GED classes.
- All grant funds have been expended. All monthly and annual reports have been submitted.
- A financial and programmatic monitoring review will be conducted prior to close-out.

Enhancing Agricultural Opportunities for Military Veterans grant
Dept. of Agriculture/ Subaward through STAG Vets, Inc. $750,000 total; $391,914 subaward
- The Ag Tech to Success Project is intended to provide Georgia's veterans with the training required to become agricultural technicians, agribusiness entrepreneurs, and/or independent farmers
- Provides funding to develop and offer Sustainable Small Farm and Agriculture Technician TCC at the Milledgeville Campus beginning Spring 2021
- 9 students enrolled during Year 1 - 2 graduates during Summer Semester and 2 graduates projected for Fall Semester
- Year 1 Annual Report due November 29, 2021

Law Enforcement Training Grant
Georgia Criminal Justice Coordinating Council $45,450
- Provides funding for supplies to support scenario-based, hands-on training for Campus Police in use of force and de-escalation
- Initial training for Campus Police is projected for November 22-23, 2021.
- Quarterly performance report due October 30, 2021.

RSI (Removing Barriers, Setting Benchmarks, & Improving Student Success) [PBI Competitive] Grant
Dept. of Education $596,148 Closed
- Provided funding to increase minority populations access to and success in Engineering Technology educational opportunities leading to high-wage, high-demand careers
- Project Performance Period concluded on September 30, 2021
  Preliminary data indicates
  - Increased enrollment by 44% from 74 in AY2020 to 107 in AY2021

o Increased graduates by 245%, from 11 in AY2020 to 38 in AY2021
o Increased awards by 200% from 15 in AY2020 to 45 in AY2021

Strengthening Institutions Program (SIP)
Dept of Education $2,216,705 total
- Provides funding to increase enrollment, retention, and completion rates of CGTC students with an emphasis on at-risk students, veterans, women, and men of color.
- Received Year 2 funding in the amount of $449,856

Veterans Business Opportunity Center (VBOC)
Small Business Administration $475,000
- Provides funding for training and counseling veteran small business owners and entrepreneurs
- VBOC Training Conference scheduled for October 25 – 28, 2021

YES (Young, Employed, Successful) Project Grant
America's Promise Alliance $20,000
- Provides funding for the CGTC Foundation and the REACH Student Organization to lead collaborative efforts with employer-partners and young professionals of color (credit, dual enrollment, and GED students) to co-design strategies to create inclusive workplace environments
- Employer-partners (Spherion Staffing, Georgia Artisan Furnishings, and City of Milledgeville) provided workplace experience activities for young professionals
- CGTC hosted Action Roundtable event on July 29 and follow-up meetings on September 15 and October 21 to bring together employer-partners and young professionals for strategy co-design sessions. A final meeting is projected for early December.

Grant Proposals in Development
Negative Economic Impact (State of Georgia)
Good Jobs Challenge (Economic Development Administration)
Economic Adjustment Assistance (Economic Development Administration)

THE REVIEW

CGTC Leads the TCSG on Overall College Scorecard Results

	2019	2020	2021	*Ranking
Graduates	4,194	3,900	**3,612**	**#1**

Count of unduplicated graduates in an academic year. Includes Technical Certificates of Credit (TCCs), Diplomas, and Degrees.

Graduates (Dual Enrolled)	767	1,081	**937**	**#1**

Unduplicated count of students who were coded Student Type 'High School (H)' in at least one term of the reporting year. Includes all dual and joint enrolled students.

Awards	6,850	6,213	**6,035**	**#1**

Total awards conferred in an academic year. Includes Technical Certificates of Credit (TCCs), Diplomas, and Degrees.

Awards (Dual Enrolled)	1,147	1,437	**1,269**	**#1**

Of all awards earned during an academic year, the number of awards earned by students that were ever student type 'H' at that college. Includes dual and joint enrolled students. Includes Technical Certificates of Credit (TCCs), Diplomas and Degrees.

Dual Enrollment Count	2,410	2,778	**2,875**	**#1**

Unduplicated count of students who were coded Student Type 'High School (H)' in at least one term of the reporting year. Includes all dual and joint enrolled students.

Customized Contract Training: Training Hours	2,184,315	2,879,710	**3,858,732**	**#1**

Total number of hours trained through the college's customized contract training during the fiscal year. Training hours are calculated by multiplying the number of trainees times the length of the course.

Customized Contract Training: Companies Trained	313	245	**254**	**#2**

Unduplicated count of companies that received customized contract training (CCT) from the college during the fiscal year. CCT is training in which one or more companies request and pay for, or arrange for payment of, the training of their employees.

Total Credit Enrollment	12,048	11,459	**11,725**	**#2**

Unduplicated count of students enrolled for credit during the academic year (AY).

Adult Education (ABE/ASE/ESL)	2,156	1,630	**1,396**	**#2**

Total enrollment of ABE/ASE/ESL students. Enrollment calculation is based a count of the students in the fiscal year (July 1 through June 30) who attended 12 or more hours in an adult education program and are assessed at entry educational functioning levels (EFL) of ABE 1-4 = Grade Levels 0.0 - 8.9, ABE 5-6 = Grade Levels 9.0 - 12.9, and ESL Levels 1-6.

FTE Enrollment (FTE)	5,581	5,305	**5,051**	**#3**

Full-Time Equivalent (FTE) is the sum of all credit hours for the academic year (Fall, Spring, and Summer semesters) divided by 30 and rounded down to a whole number.

Measurable Skill Gains (ABE/ASE/ESL)	1,142	762	**529**	**#3**

Count of Periods of Participation with Measurable Skill Gains (MSG) for participants with more than 12 hours of attendance and initially assessed at ABE Levels 1-4, ABE Levels 5-6, and ESL Levels 1-6. A participant achieves a MSG by gaining at least one educational functioning level after comparing the participant's pre-test and post-test levels, attaining a high school equivalency diploma, or exiting the program and entering postsecondary within the fiscal year.

Job Placement (In-Field)	84.4%	81.4%	**94.9%**	**#5**

The in-field placement rate tracks a cohort of graduates through September 15 of the following year to show the percentage who employed in a field related to their award program.

Job Placement (Overall)	97.7%	99.5%	**99.9%**	**#8**

The placement rate tracks a cohort of graduates through September 15 of the following year and uses the latest employment status.

Retention Rate (Overall)	69.6%	72.3%	**66.5%**	**#15**

A fall cohort is tracked through the following academic year for retained or graduated students. Students in a cohort are retained if they enrolled in any postsecondary institution included in the National Student Clearinghouse (NSC) during the following academic year or graduated from any such institution during the two-year period. The fall cohort (denominator) includes first-time students (full-time or part-time) at that college during the fall or summer semester, excluding prior high school dual enrollment. Students must be regular admits only (not provisional, developmental, or special admit) and may not be high school or transient student type. All major codes are included, including students who are not enrolled in an award program, e.g. IA00.

***Source:** TCSG KMS Data Report MES0199, as of September 21, 2021 *Indicates CGTC Ranking out of 22 colleges within TCSG.*

Dr. Ivan H. Allen, President

CGTC Main Campus

80 Cohen Walker Drive
Warner Robins, GA 31088
(478) 988-6800

MARK YOUR CALENDAR!

SACSCOC

On-Site Review of Off-Campus Instructional Sites:
November 8 - 10, 2021

Save the date

Planning and Assessment Update

It's that time of year again!! Please remember that each unit's 2021 OPERATIONAL ASSESSMENT PLAN and STUDENT LEARNING OUTCOMES will need to be "closed out" and new plans developed for 2022. Brief how-to videos, how-to guides, and training materials have been provided on the IE SharePoint site in the Closing the Loop One-Stop Shop.

AY 2021 data has been finalized and posted in iNet under the Institutional Effectiveness Department Links. Find "2021" in the search box to pull the most recent reports. The deadline is **November 19th**, by end of day. Notify IE when complete for review. Group or Individual training sessions can be scheduled as needed by contacting Institutional Effectiveness.

Adult Education, Administrative Services, Economic Development, Executive Vice President, Institutional Effectiveness, and Student Affairs Units
Bonnie Quinn, Executive Director for Institutional Effectiveness
Phone: 478-471-5184 or Cell: 478-297-3239
bquinn@centralgatech.edu

Academic Affairs Units (including all programs)
David VanLandingham, Director for Research and Compliance
Phone: 478-757-3512 or Cell: 478-365-2952
dvanlandingham@centralgatech.edu

For more information contact: Ruby Hamb-Holmes,

IE SharePoint Spotlight

- IE Presentation Recordings

- Program and Curriculum Reviews
  - PCR Guide
  - Completed AY/2021 PCRs

- QEP Impact Report

SNAP WORKS!

The goal of the SNAP Works program is to enhance employment and training opportunities for SNAP recipients. Through the Career Connections and Transition office, eligible students can receive the help needed to become self-sufficient. Support services include assistance with tuition, fees, books, supplies, tools and job placement.

SNAP E&T Updates: July 1, 2020 – June 30, 2021	
Identified as SNAP E&T Eligible	43
Enrolled in the SNAP E&T Program	27
Breaking Barriers Session Attendees	2
SNAP E&T Presentation Attendees	17
SNAP E&T Served	63
SNAP E&T participants who have completed their program of study	5

For more information, contact:
Ruby Hamb-Holmes,
Project Manager Career Connections & Transition
478-757-3532
rhamb-holmes@centralgatech.edu

REACH
RAISING EXPECTATIONS OF ACHievement

To schedule a virtual classroom visit or become a mentor, contact: Rolandria Tolbert, Program Specialist, rtolbert@centralgatech.edu

---

Professional Development

Just a reminder, faculty are ***required*** to complete 24 hours of professional development training each fiscal year; staff are required to complete 20 hours. Training and WebEX recordings are available in iNet under Professional Development.

Sam Lester
Professional Development/Special Projects Director,
478-218-3247, slester@centralgatech.edu

TEAMS Outreach Center

Faculty can get help for at-risk students by submitting alerts through the TEAMS platform. Students can also self-alert by accessing the Student Resource page and clicking on the self-alert link. Thank you for all you do to support student success!

The TEAMS Outreach Center is housed on the Macon campus with services available in-person, virtual, or by phone, regardless of campus or instructional site location. For more information, 478-445-2354

TCSG/CGTC Policies and Procedures Updates
Links to the revised policy/procedure are included below.

July 2021
- **Procedure: 4.1.1p.** (III.T.1) Positive Discipline
- **Procedure: 4.1.1p1.** Recruitment
- **Procedure: 4.1.1p3.** Interviewing and Selection Guidelines
- **Procedure: 4.1.9p.** (III.W.1) Background Investigations
- **Procedure: 4.5.1p.** (III.U.7) Family and Medical Leave Act [FMLA]
- **Procedure: 4.5.2p1.** (III.U.6.c) Miscellaneous Leave

- **Procedure: 5.1.8p** (IV.J.1) Articulation and Transfer
- **Procedure: 6.6.1p** (V.K.1) Student Tuition and Fees
- **Procedure: 6.2.2p.** (V.B.3.a) Residency

State Board Policies and TCSG Procedures:
https://tcsg.edu/about-tcsg/state-board/policy-manual/

CGTC Local procedures :
https://www.centralgatech.edu/faculty-staff/plans-forms-policies/procedures-plans/