

# Central Georgia Technical College

## Local Board of Directors Meeting

### AGENDA

Tuesday, December 14, 2021

Larry Walker Arena – Warner Robins Campus

11:30 a.m. – 12:00 p.m.

#### Call to Order

Mr. Mike Couch

#### Invocation and Pledge of Allegiance

#### Approval of Minutes

Mr. Mike Couch

#### Division Reports

- Academic Affairs – ACTION ITEMS
- Administrative Services
- Executive Vice President
  - Facilities/Satellite Operations

Dr. Amy Holloway

Dr. Michelle Siniard

Mr. Jeff Scruggs

#### 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**

Monday, October 25, 2021

6:00 p.m. – 6:15 p.m.

Hyatt Regency Savannah – TCSG Leadership Conference

***In Attendance***

Allen, Ivan

Bailey, Karen

Couch, Mike

Malone, Sherri

O’Neal, Kathy

O’Neal, Larry

Scruggs, Jeff

Steele, Danielle

Williams, Avis

Wilson, Eric

**I. Call to Order**

*Mr. Mike Couch called the meeting to order at 5:59 p.m.*

**II. Approval of Minutes**

*The October 6, 2021 meeting minutes were approved.*

**III. President’s Report**

*Dr. Allen provided an update on the College, which included the Georgia Student Finance Commission Program Review. The Program Review focused on 2021 Scholarship and Grant Program disbursements to students, and it was determined by GSFC that the College satisfied all inquiries.*

**IV. Meeting Adjourned**

*The Board of Directors meeting was adjourned at 6:09 p.m.*



## Academic Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

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

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#### NEW PROGRAM REQUEST

#### TRAVEL AND TOURISM ASSOCIATE (TAT1)

Technical Certificate of Credit

**Proposed Date of Implementation: Spring Semester 202214**

**Location:** Emanuel State Prison

**Program Description:** The Travel and Tourism Associate technical certificate which prepares students to work for convention and visitor bureaus, cruise lines, travel agencies and destination management companies, and other enterprises involved in the planning and implementation of individual and corporate travel programs. Topics include the travel industry, travel geography, tour and cruise management, hospitality law, and business etiquette and communication.

**Statement of Need for Program in the Service Area:** Lodging managers ensure that traveling guests have a pleasant experience at their establishment with accommodations. They also ensure that the business is run efficiently and profitably. Employment of lodging managers is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations.

#### Program Curriculum

Travel and Tourism Associate TCC			
COMP	1000	Introduction to Computer Literacy	3
HRTM	1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM	1110	Travel Industry and Travel Geography – Americas	3
OR			
HRTM	1115	Travel Industry and Travel Geography – International	(3)
HRTM	1130	Business Etiquette and Communication	3
HRTM	1210	Hospitality Law	3

HRTM	Xxxx	Hotel, Restaurant, and Tourism Management Guided Elective	3
<b>TOTAL</b>			<b>18</b>

**Admission Requirements: Placement measures in accordance with TCSG standards**

## NEW PROGRAM REQUEST

### BASIC ELECTRONICS TECHNICIAN (Institutionally Developed)

Technical Certificate of Credit

**Proposed Date of Implementation:** Spring Semester 202214

**Location:** Warner Robins and Macon Campuses

**Program Description:** The Basic Electronics Technician Certificate will give students a basic understanding of electronic circuits. Students will take courses on DC circuits, AC circuits and soldering techniques to prepare them for a career as an Electrician Technician 1 or equivalent.

**Statement of Need for Program in the Service Area:** This TCC provides a stackable credential into CGTC's existing Electronics Technology AAS and diploma programs.

#### Program Curriculum

Basic Electronics Technician TCC			
ELCR	1005	Soldering Technology	1
ELCR	1010	Direct Current Circuits	6
ELCR	1020	Alternating Current Circuits	7
MATH	1012*	Foundations of Math	3
<i>*MATH 1013 or 1111 algebra substitution allowed</i>			
<b>TOTAL</b>			<b>17</b>

**Admission Requirements:** Placement measures in accordance with TCSG standards

**Central Georgia Technical College**  
**FY 2022 YTD Analysis**  
**as of November 30, 2021**

		<b>Annual Budget</b>	<b>Current Year Revenue</b>	<b>Receivables</b>	<b>Current Year Expenditures</b>	<b>Net Amount</b>
01932	State Appropriation	22,422,113	9,342,545		8,422,038	920,507
01935	Economic Development Grant			894	894	0
01938	Adult Ed State Funds	913,500	380,623		436,582	(55,959)
18000	CMVOST - CDL Grant	49,618		795	795	0
19100	RSI - Student Success	172,290	172,290	13,923	186,213	0
2416W	Apprenticeship-AAI	12,000	12,000		12,000	0
2421B	Federal Work Study Funds	283,638	32,463		32,463	0
24999	OSHA Susan Harwood Grant	159,735	51,094		51,094	0
2621A	FY21 Adult Ed Federal Funds	97,650	97,570	80	97,650	0
2622A	Adult Ed Federal Funds	1,398,550	338,123		475,096	(136,973)
26425	CARES Act Institution Relief	13,617,711	125,077		125,077	0
26436	CARES Strengthening Inst.	1,097,584	175,830		175,830	0
26991	VBOC Grant	410,285	137,065	33,360	170,425	0
28128	DOE-Enhancing Capacity Plan	449,856	96,197	25,020	121,217	0
2831C	PBI - Project CAFÉ Action for Eq	599,637	22,228		22,228	0
30143	SNAP	149,335	55,545		55,545	0
3231B	FY22 Carl Perkins	1,559,497	377,946	370,979	748,925	0
33421	Ag Vets/NIFA - USDA Grant	505,320	66,597		66,597	0
35315	CCampus Grant	171,955	60,955	5,502	66,457	0
3551A	FY22 WIOA Adult	456,607	73,708	69,702	143,410	0
3551D	FY22 WIOA Dislocated Worker	373,586	100,574		100,574	0
3551Y	FY22 WIOA Youth	384,366	80,537	16,662	97,199	0
48015	TCSG Foundation - Truist	20,125				0
55002	Live Work - Cosmetology	19,000	4,105		7,471	(3,366)
55004	Live Work - Auto Tech	18,000	5,712		1,727	3,985
55011	Live Work - Child Dev Ctr	250,000	157,527		208,166	(50,639)
55024	Live Work - Dental Hygiene	42,000	13,263		9,434	3,829
55029	Live Work - Diesel Mechanic	2,197			386	(386)
60001	Tuition	15,649,134	5,782,502	876,464	9,112,757	(2,453,791)
60005	GED Testing	65,000	9,810		66,713	(56,903)
60015	Miscellaneous	1,000,000	173,481		141,375	32,106
60030	Testing Center	90,000	48,157		1,111	47,046
60133	Misc Income Registration Fees	910,000	329,923	3,653	107,321	226,255
60134	Misc Income Application Fees	70,000	25			25
60135	Student Technology Fee	1,575,000	573,291	5,448	501,478	77,261
60136	Misc Student Fees	1,000,000	588,323	4,969	180,923	412,369
61001	Continuing Education	250,000	67,361		120,759	(53,398)
61003	Business & Industry General	865,000	296,235		274,747	21,488
61125	DAU	43,430	43,430			43,430
61127	CLCP	16,000	7,396		7,396	0
61143	FAA	40,000	10,550			10,550

61158	CDL Testing	8,500	4,000		1,391	2,609
61161	American Heart CTC	40,000	7,864		10,426	(2,562)
61272	GDC Occupational Skills	1,282,540	406,110		553,026	(146,916)
61295	EOC Head Start	60,000		28,707	28,707	0
61335	A/E Miscellaneous				261,073	(261,073)
61337	Jones County A/L	20,000				0
62007	Concession Sales	105,000	23,897		27,427	(3,530)
90115	FY22 GA Dept of Corrections	100,000	14,000		10,500	3,500
90117	STABLE 4ward - Macon	129,792				0
90118	STABLE 4ward - Warner Robins	189,040				0
90140	CJCC Law Enforcement Grant	45,450	26,873	18,048	44,921	0
90360	Child & Adult Care Food Prog	35,000	21,655		25,235	(3,580)
90391	Bright from Start PreK Funds	226,753	97,941		80,062	17,879
91014	FY22 Defense Community	60,000	16,450		16,450	0
94358	DJJ Grant	240,000	49,183			49,183
95358	FY2020 Equipment Refresh	295,021	51,232		51,232	0
95367	FY2021 MRR Bond	803,040	201,782		201,782	0
95373	FY2022 MRR Bond	968,911				0
95374	FY2022 Equipment Refresh	612,150				0
96222	FY22 DHS/DFCS Training Grant	91,313	38,182	7,625	45,807	0
<b>Grand Total</b>		<b>72,522,229</b>	<b>20,869,227</b>	<b>1,481,831</b>	<b>23,708,112</b>	<b>(1,357,054)</b>

Net to Date	(1,357,054)	
Prior Year Carry-over	2,733,102	
Net Income, including Prior Yr Carry-over		<u>1,376,048</u>

**Central Georgia Technical College**  
**YTD Analysis - FY2022 vs. FY 2021**  
**November**

		FY2021			FY2022			FY22 vs. FY21
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	8,807,656	8,573,774	233,882	9,342,545	8,422,038	920,507	686,625
01935	Economic Development Grant	-	0	0	894	894	0	0
01938	Adult Ed State Funds	380,622	404,356	(23,734)	380,623	436,582	(55,959)	(32,225)
18000	CMVOST - CDL Grant	27,815	27,815	0	795	795	0	0
19100	RSI - Student Success	329,391	329,391	0	186,213	186,213	0	0
2416W	Apprenticeship-AAI	-	-	0	12,000	12,000	0	0
2421A	Federal Work Study Funds	72,765	72,765	0	32,463	32,463	0	0
24999	OSHA Susan Harwood Grant	56,981	56,981	0	51,094	51,094	0	0
2622A	Adult Ed Federal Funds	373,878	507,445	(133,567)	435,773	572,746	(136,973)	(3,406)
26425	CARES Act Institution Relief			0	125,077	125,077	0	0
26436	CARES Strengthening Inst.			0	175,830	175,830	0	0
26991	VBOC Grant	145,349	145,349	0	170,425	170,425	0	0
28128	DOE-Enhancing Capacity Plan	10,000	10,000	0	121,217	121,217	0	0
2831C	PBI - Project CAFÉ Action for Eq.			0	22,228	22,228	0	0
30143	SNAP	52,666	52,666	0	55,545	55,545	0	0
3230B	Carl Perkins	614,117	614,117	0	748,925	748,925	0	0
33421	Ag Vets/NIFA - USDA Grant	6,138	6,138	0	66,597	66,597	0	0
35315	CCampus Grant	50,997	50,997	0	66,457	66,457	0	0
3551A	WIOA Adult	127,552	127,552	0	143,410	143,410	0	0
3551D	WIOA Dislocated Worker	98,621	98,621	0	100,574	100,574	0	0
3551Y	WIOA Youth	77,486	77,486	0	97,199	97,199	0	0
36201	ECLC Quality Rated Grant	24,633		24,633			0	(24,633)
55002	Live Work - Cosmetology	45	2,995	(2,950)	4,105	7,471	(3,366)	(416)
55004	Live Work - Auto Tech	2,165	1,105	1,060	5,712	1,727	3,985	2,925
55011	Live Work - Child Dev Ctr	107,354	153,323	(45,969)	157,527	208,166	(50,639)	(4,670)
55024	Live Work - Dental Hygiene	12,800	17,978	(5,178)	13,263	9,434	3,829	9,007
55029	Live Work - Diesel Mechanic	892	868	24		386	(386)	(410)
60001	Tuition	6,587,736	8,809,418	(2,221,682)	6,658,966	9,112,757	(2,453,791)	(232,109)
60005	GED Testing	12,576	71,710	(59,134)	9,810	66,713	(56,903)	2,231
60015	Miscellaneous	313,763	142,497	171,266	173,481	141,375	32,106	(139,160)
60030	Testing Center	23,810	1,296	22,514	48,157	1,111	47,046	24,532
60133	Misc Income Registration Fees	349,617	103,444	246,173	333,576	107,321	226,255	(19,918)
60134	Misc Income Application Fees	375		375	25		25	(350)
60135	Student Technology Fee	595,814	472,142	123,672	578,739	501,478	77,261	(46,411)
60136	Misc Student Fees	611,466	114,931	496,535	593,292	180,923	412,369	(84,166)
61001	Continuing Education	51,863	133,971	(82,108)	67,361	120,759	(53,398)	28,710
61003	Business & Industry General	229,656	216,837	12,819	296,235	274,747	21,488	8,669
61125	DAU	107,725		107,725	43,430		43,430	(64,295)
61127	CLCP	6,300	6,300	0	7,396	7,396	0	0
61143	FAA	10,924	8,783	2,141	10,550		10,550	8,409
61158	CDL Testing	5,820	-	5,820	4,000	1,391	2,609	(3,211)
61161	American Heart CTC	6,430	5,501	929	7,864	10,426	(2,562)	(3,491)
61272	GDC Occupational Skills	507,266	554,696	(47,430)	406,110	553,026	(146,916)	(99,486)
61295	EOC Head Start	25,729	28,565	(2,836)	28,707	28,707	0	2,836
61335	A/E Miscellaneous	-	225,303	(225,303)		261,073	(261,073)	(35,770)
61337	Jones County A/L			0			0	0
62007	Concession Sales	8,106	30,236	(22,130)	23,897	27,427	(3,530)	18,600
90115	Ga Dept of Corrections Testing			0	14,000	10,500	3,500	3,500
90140	CJCC Law Enforcement Grant	-	-	0	44,921	44,921	0	0
90360	Child & Adult Care Food Prog	26,852	42,946	(16,094)	21,655	25,235	(3,580)	12,514
90370	Two Gen Innovation Grant			0	-	-	0	0
90391	Bright from Start PreK Funds	143,492	149,125	(5,633)	97,941	80,062	17,879	23,512
91014	FY22 Defense Community			0	16,450	16,450	0	0
94358	DJJ Grant	86,162		86,162	49,183		49,183	(36,979)
95348	FY2019 MRR Bond	60,106	60,106	0	-		0	0
95357	FY2020 MRR Bond	142,473	142,473	0	-		0	0
95358	FY2020 Equipment Refresh	20,582	20,582	0	51,232	51,232	0	0
95367	FY2021 MRR Bond	-	-	0	201,782	201,782	0	0
96220	DHS/DFCS Training Grant	33,396	33,396	0	45,807	45,807	0	0
<b>Grand Total</b>		<b>21,347,962</b>	<b>22,705,980</b>	<b>(1,358,018)</b>	<b>22,351,058</b>	<b>23,708,112</b>	<b>(1,357,054)</b>	<b>964</b>

Net to Date	(1,358,018)	(1,357,054)	
Prior Year Carry-over	3,684,024	2,733,102	
Net Income, including PY Carry-over	<u>2,326,006</u>	<u>1,376,048</u>	(949,958)



## Adult Education Update

### CGTC Board of Directors Meeting

**Report Date:** December 7, 2021

**Meeting Date:** December 14, 2021

**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 Number Enrolled	Total Attendance Hours	Total Number of Measurable Skill Gains	Percentage Achieving Measurable Skill Gain	GED® Graduates
FY21*	705	37,662	139	20%	120
FY22	894	50,814	291	33%	113

\*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 Enrolled	Total Attendance Hours for all participants	Total number of Measurable Skill Gains	Percentage of Enrollment with Measurable Skill Gains
ABE1 Beginning Literacy	67	4,634	22	33%
ABE2 Beginning Basic Education	342	19,518	90	26%
ABE3 Intermediate Low	268	14,477	87	32%
ABE4 Intermediate High	70	2,314	21	30%
ASE1 Low	8	182	6	75%
ASE2 High	1	61	0	0%
ESL1 Beginning Literacy	21	984	6	29%
ESL2 Low Beginning	34	2,266	17	50%
ESL3 High Beginning	24	1,743	12	50%
ESL4 Intermediate Low	22	2,131	14	63%
ESL5 Intermediate High	27	1,882	11	41%
ESL6 Advanced	10	623	5	50%
<b>TOTAL</b>	<b>894</b>	<b>50,814</b>	<b>291</b>	<b>33%</b>

**Workforce Training** – The following programs are offered to all students and students apply to participate in the training based upon their personal career goals.

- Accelerating Opportunities Program
  - 8 students enrolled

- Career Plus HSE
  - 26 students enrolled
- Integrated Education & Training
  - Warehouse & Distribution Fundamentals – 19 participants, 25 certifications earned
  - Hospitality & Tourism – 35 participants, 0 certifications earned (Cohort in progress)
- Youth Success Academy
  - 262 Approved Out of School Youth Students
  - 11 Work Experience Participants
  - 18 Enrolled in CGTC credit class

## AED Updates:

- November 1-19      Flyer and Post Card Adult Education Marketing Campaign
- November 1-19      Warehouse & Distribution Fundamentals IELCE IET Cohort, Bibb County
- November 4          CGTC EAGLE Competition, Carlie Brumley 2022 EAGLE Delegate
- November 5-6        Big Pig Jig, Recruitment Event, Vienna, GA
- November 9          Career Literacy Workshop: Dressing For Success
- November 15 -      Hospitality Fundamentals IET Cohort, Bibb, Crawford, Houston County  
December 10
- November 18        Truist Quarterly Meeting
- December 1          TCSG Mid-Year Data Quality Meeting, WebEx
- December 2          GOAL & RPA Banquet, Ethel Ross Rick Perkins Finalist
- December 6-10      Quarterly Youth Success Academy Monitoring
- December 7          Hawkinsville Literacy Council GED® Breakfast,  
Sam Way Workforce Development Center
- December 15        Adult Education Professional Development
- December 23-27     GED® Testing Centers Closed
- December 31        GED® Testing Centers Closed
- January 3            GED® Testing Centers Closed
- January 10          First Day of Spring Semester

## Economic Development Update

### CGTC Board of Directors Meeting

**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

**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
Kumho Tire Georgia	Hydraulic Systems for Maintenance Technician (Customized E-Learning)	45	3 hours	10/1 – 11/30
Graphic Packaging - Perry	Area Lead Leadership Series	5	8 hours	10/8
	Forklift Training	2	8 hours	10/13
	Area Lead Leadership Series	5	8 hours	10/15
	Area Lead Leadership Series	4	8 hours	10/29
	Area Lead Leadership Series	5	8 hours	11/5
	Forklift Training	6	8 hours	11/10
	Area Lead Leadership Series	4	8 hours	11/12
	Area Lead Leadership Series	6	8 hours	11/19
WR-ALC	General Maintenance Procedures	13	24 hours	10/8 – 10/13
	Production Environment Readiness	12	40 hours	10/15 – 10/21
	General Maintenance Procedures	3	24 hours	10/25 – 10/27
	Production Environment Readiness	20	40 hours	10/28 – 11/3
	General Maintenance Procedures	3	24 hours	11/5 – 11/9
	Production Environment Readiness	8	24 hours	11/12 – 11/16
Armstrong	OSHA-10 Hour for General Industry	8	10 hours	10/19 – 10/20
	Forklift Training	8	8 hours	10/19 – 10/20
Pratt & Whitney	FAA A&P Preparation Course	1	56 hours	10/23 – 10/29

U.S. Air Force	FAA A&P Preparation Course	1	56 hours	10/23 – 10/29
Ft. Valley Utility Commission	CompTIA Network+	1	72 hours	11/9 – 11/19
Pittman Waller Roofing Co.	MSHA New Miner	11	8 hours	11/18
Richmond County Prison	Forklift Training	10	8 hours	11/20 – 11/21
AkzoNobel	Aerospace Maintainer Coating Application – Level 1	1	24 hours	11/29 – 12/1
Dean Baldwin Painting	Aerospace Maintainer Coating Application – Level 1	2	24 hours	11/29 – 12/1

#### **Continuing Education Courses Delivered:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
YKK – Applied Technology	11	1 hour	10/1 – 11/30
Ed2Go Online Training	12	Varies	10/1 – 11/30
Ed2Go Online Personal & Professional Training	6	Varies	10/1 – 11/30
Professional Testing	64	Varies	10/1 – 11/30
Driver's Education	19	72 hours	10/1 – 11/30
Driver Training – Drive Only	10	12 hours	10/1 – 11/30
CompTIA Security+	5	72 hours	10/19 – 10/29
FAA A&P Preparation Course	3	56 hours	10/23 – 10/29
Forklift Training	4	8 hours	11/4
CompTIA Network+	2	72 hours	11/9 – 11/19
Aerospace Maintainer Coating Application – Level 1	2	24 hours	11/29 – 12/1

#### **DHS/DFCS Training Grant:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
FSGV 1020	43	112 hours	11/5 – 12/8
FS 1000V	33	84 hours	11/15 – 12/03

#### **Adult Education - IET (Truist) Grant:**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
OSHA 10 Hour for General Industry	14	10 hours	11/15 – 11/16
First Aid CPR AED	9	8 hours	11/17
Forklift Training	10	8 hours	11/18

**Defense Community Economic Development Grant (VECTR):**

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Customer Service	1	6 hours	10/19
Introduction to Project Management	14	12 hours	10/26 – 10/27
Public Speaking	3	6 hours	10/28
Administrative Support	5	6 hours	11/30

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

<b>Training Delivered</b>	<b>Number Trained</b>	<b>Length of Course</b>	<b>Training Dates</b>
Forklift Training	3 (1- Healthcare Staffing)	7.5 hours	10/14
Lockout/Tag Out	3 (PSI, 2- General Steel)	3 hours	10/25
Personal Protective Equipment	1 (1-PSI)	3 hours	10/26
Slips, Trips & Falls	1 (1-PSI)	3 hours	10/26
Forklift Training	4 (1-PSI, 1 – CCCGA)	7.5 hours	10/28
Forklift Training	4	7.5 hours	11/1
Workplace Violence Prevention	13 (13-MTA)	3 hours	11/1
Workplace Violence Prevention	23 (24-MTA)	3 hours	11/2
Machine Guarding	24 (24-General Steel)	3 hours	11/3
Workplace Violence Prevention	13 (13-MTA)	3 hours	11/3
Forklift Training	6 (6-Star Snacks)	7.5 hours	11/8
Lockout/Tag Out	2 (1-Crown Candy)	3 hours	11/16
Forklift Training	4 (4-MTA)	7.5 hours	11/22
Forklift Training	3	7.5 hours	11/30

**Industry Outreach:**

- Qarbon Aerospace – Baldwin
- General Steel – Bibb
- Star Snacks – Bibb
- Clean Control Corporation – Houston
- GIGA – Bibb
- Evergreen Propane – Bibb
- Fleenor Paper Company – Bibb
- YKK, Inc – Bibb
- Kohl's Distribution Center – Bibb
- Kumho Tire Georgia – Bibb
- We Care Heating & Air – Bibb
- Graphic Packaging International – Bibb
- Sierra Development Inc. – Bibb
- Frito Lay – Houston
- International Paper - Macon
- Houston Healthcare – Houston
- Hollandia Produce – Peach
- Interfor - Houston
- Geico – Bibb
- Embraer - Bibb

- Dean Baldwin Painting - Bibb
- Fine Fettle – Bibb
- Foundation Academy – Houston

#### Community Outreach:

- RAFB Sustainability Plan & Committee Meeting
- Perry Area Chamber of Commerce Board Meeting
- Twiggs Chamber of Commerce Board Meeting
- Macon Business Education Partnership Meeting
- OneMacon Meeting
- WorkSource Macon-Bibb Board Meeting
- Houston County Development Authority Board Meeting
- Pulaski Archway Partnership Meeting
- Middle Georgia Economic Alliance Works Meeting
- State of Small Business
- Development Authority of Forsyth-Monroe County
- Fatherhood Program
- OneMacon Talent and Education Meeting
- Robins Regional Chamber Annual Meeting
- Booker T. Washington Community Center
- LH Williams Elementary Job Fair
- Economic Opportunity Council
- Bibb County Sheriff's Office
- Bibb County Board of Education
- Macon Housing Authority
- Macon Bibb County Government

#### Facilities:

- **Over 840 visitors utilized the facilities at the Warner Robins campus** during the months of October and November including Middle Georgia RESA, The Grove Church, The Dynamic Starlets Dance Team, American Red Cross, Robins AFB, Houston County Extension Office – 4H Performing Arts Club, Warner Robins Toastmasters Club, The Royal Diamonds Dance Team, Pulaski State Prison, Georgia Tech, Macon State Prison, International City Optimist Club, Aspen Products Company, Central Georgia Athletics, and Houston County Volunteer Medical Clinic Board.
- **Over 235 visitors utilized the facilities at the Macon campus** during the months of October and November including Nichia USA, Burrus Correctional Training Center, Middle Georgia RESA, Georgia Chapter Vibration Institute, Pulaski State Prison, Irving Tissue, Pruett Health, Macon State Prison, Technical College System of Georgia HR Peer Group, and Georgia Student Finance Commission.
- **Over 115 visitors utilized the facilities at the Milledgeville campus** during the months of October and November including American Red Cross, Georgia Department of Juvenile Justice, Milledgeville/Baldwin Chamber of Commerce, Communities in Schools, and Baldwin County Board of Education.
- Blue Bird has an ongoing facilities agreement for space at the **Peach County Workforce Development Center** for employee onboarding and workforce training.

## Enrollment Services, Marketing, and Public Relations Update

**Report Date:** December 13, 2021

**Meeting Date:** December 14, 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 net registrants for Fall 2020 and Fall 2021 is shown in the chart below as of December 13, 2021
- Fall semester registration is complete and classes ended for the term on December 10

#### Net Registration Day to Day comparison as of December 13, 2021

Fall	Overall	Credit	HS	DOC
2020	8130	5631	2138	361
2021	9620	5111	4061	444
Difference	1490	520	1923	83
	18%	-9%	90%	23%

Source: iNet Day to Day registration comparison

#### Spring Semester 2022

- Spring semester registration is ongoing; Full term and S1 classes begin January 10, 2022
- A comparison of net registrants for Spring 2021 and 2022 is shown in the chart below as of December 13, 2021

#### Net Registration Day to Day comparison as of December 13, 2021

Spring	Overall	Credit	HS	DOC
2020	3625	3089	535	1
2021	3729	3128	529	72
Difference	104	39	6	71
	3%	1%	-1%	7,100%

### Other information items

- Achieved largest Dual Enrollment student count in the state for TCSG's 22 colleges and USG's institutions during Fall semester 2021
- Production on new advertising campaign in progress; partnering with Rogers Cinematography, a local production company
- Promoting new student housing option in partnership with ArgusEyed/Sierra Development and Trinity School of Medicine
- Completed disbursement of ARP/HEERF funds to CGTC credit, adult ed, and dual enrollment students for Fall term
- Working to complete and implement new Customer Relationship Management tool, Target X (TCSG-led initiative for new online application and communications tool for students)

## Facilities and Ancillary Services Update

**Report Date:** December 13, 2021

**Meeting Date:** December 14, 2021

**Prepared By:** Mr. Jeff Scruggs, Executive Vice President

- **Facility renovation investments:**

- Warner Robins/Macon \$4MM renovations to support trade and industry programs – Architect RFP is published and closes December 16.
- Macon H Building ~\$2MM renovation to support LPN to RN Bridge program – Architect RFP is published and closes December 16.
- Milledgeville H Building ~\$250K renovation to add RN program. Project commencement will be self-managed, and commencement is imminent.
- Warner Robins G Extension ~\$1.5MM renovation – Project will allow for expanded classroom capacity – Project is in design
- Macon and Milledgeville parking lot renovations/improvements totaling ~\$1MM; Macon project has been awarded and commencement is imminent; Milledgeville project is in process of submission for bidding.
- Macon monument sign on Eisenhower has been awarded; construction is imminent.

- **All college-owned facilities:**

- Macon, WR, Milledgeville, and VECTR
- \$2MM for technology/computer upgrades to classrooms and faculty/staff offices
- Security camera upgrades

- **All college-owned facilities: \$1.2MM key-card access system**

- Macon, WR, Milledgeville, and VECTR
  - Cabling is complete at all four campuses
  - VECTR and Milledgeville have devices installed
  - Macon and WR do not have the door devices installed
  - Project is approximately 65% complete

- **All college-owned facilities:**

- Macon, WR, Milledgeville, and VECTR
  - Air quality improvement systems over \$650K; This project will upgrade, standardize, and integrate the controls systems on all college-owned campuses and install needle-point ionization systems in all air handlers (anti-microbial treatment).



## VECTR Update

**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

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

Statistics: 2 Aug 16 – 30 Nov 21:

- Provided 80,209 requested services to veterans, service members/families
- Career Coaching 3,602
- Community Resources 2,488
- Education-Financing 2,246
- Testing Center 5,053
- Entrepreneurship 5,442
- Department of Labor (DOL) 880
- Education-TCSG 3,257
- Education-USG 691
- United Way - Mission United 1,051
- WIOA 350
- Veterans Services (VSO) 46,780
- VA Health Enrollment 1,209
- Other 7,160
- Hosted - Hosted 20,565 more for base training/events

### CGTC Classes:

Name	Number Trained	Length of Course (Weeks)	Training Dates
Welding	13	15	10/11-2/4
HVAC	15	15	10/11-2/4
Electrical Construction	14	15	10/11-2/4
Cisco Networking	14	15	8/17-12/10
CDL	15	5	11/2-12/8
Inventory Control/Certified Warehouse Specialist	4	15	08/17-12/10

### Workshops conducted:

Name	Organization	Number Trained	Training Dates
Stress Management	Mercer	15	11/9

**VBOC:**

<b>Events</b>	<b>Location</b>	<b>Number Trained</b>	<b>Training Dates</b>
B2B	Reboot @ VECTR	6	11/2-11/3
B2B	Jackson	18	11/8-11/9
B2B	Albany	6	11/9-11/10
B2b	Outreach @ Stewart	4	11/9
B2B	Outreach @ Hunter	4	11/10
B2B	Reboot @ VECTR	22	11/16-11/17
B2B	Oglethorpe	6	11/18-11/19
B2B	Stewart	34	11/23-11/24

**Outreach:**

<b>Events</b>	<b>Location</b>	<b>Number Trained</b>	<b>Training Dates</b>
CSP	Hunter/Stewart	9/56	11/3-11/4
CSP	Gordon	33	11/5
Informed Decision Brief	RAFB	20	11/9
Veteran Job/Info Fair	VECTR	50	11/10
CSP	Hunter/Stewart	18/60	11/17-11/18
CSP	Gordon	39	11/19
Informed Decision Brief	RAFB	18	11/30

**Community Involvement:**

Participated in inaugural Blossoms and Bacon Veterans Parade on November 7, 2021.

Participated in the Veterans Day ceremony in Atlanta on November 8, 2021.

Hosted Veterans Day Job and Information Fair at the center on November 10, 2021 with outside vendors and served approximately 150 veterans a free breakfast that morning.

Served a keynote speaker at Warner Robins Veterans Day celebration on November 11, 2021.

## Institutional Advancement Update

### CGTC Board of Directors Meeting

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**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

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

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#### ***Events***

- Annual Holiday Luncheon
  - December 14
  - Over 350 in attendance
  - Appreciation event provided by CGTC Foundation
- Casino Night Fundraiser
  - January 21, 2022 @ 7 pm
  - Charles H. Jones Advanced Technology Center (Macon Campus)
  - Soliciting sponsors
- Annual Golf Tournament
  - Tuesday, April 5 @ noon
  - Planning committee will begin meeting in January
  - More info forthcoming
- Large Gifts
  - W. Mansfield Jennings, Jr., Charitable Trust
    - \$11,000 (Scholarships for DE study abroad program for Pulaski students)
  - RD Buchan Trust
    - \$7,750 (Scholarships for Pulaski students)
  - United Way – EFSP Grant
    - \$7,926.50 (VECTR)

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

- Board of Trustees
  - Board meeting
    - December 14 (prior to holiday luncheon)
- Council for Advancement and Support of Education
  - District III conference
  - January 27 – February 2 (ATL)
- Operational
  - Advancement vacancies are in the process of being filled
  - Roof/wall repairs ongoing at the Macon campus bookstore and the Charles Jones Advanced Technology Center



## Institutional Effectiveness Update

### CGTC Board of Directors Meeting

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**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

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

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#### SACSCOC

The College entertained a SACSCOC Off-Campus Instructional Site visiting team November 8-10, 2021. The Team found the College *in compliance with all required standards* therefore resulting in no recommendations. The visiting Team will submit its report to a Committee on Compliance and Reports and a final decision will be made by the SACSCOC Board of Trustees. The College should receive a formal report in June of 2022. Sites reviewed included, VECTR (Veterans Education Career Transition Resource Center); Central Georgia Aerospace Training and Sustainment Center (ATC); Department of Corrections – Baldwin State Prison; Department of Juvenile Justice – Macon Youth Development Campus and Eastman Youth Development Campus

#### Assessment and Planning

##### Operational Planning and Student Learning Outcomes

CGTC Divisions participate in planning to communicate College goals that identify resources and improvement strategies where needed. Division planners are currently in the process of closing-out existing FY2021 plans based on end of year data or data received during an individual term. As the Division's personnel responsible for planning work to close-out 2021 plans, they are in turn devising FY2022 goals. IE provides brief how-to videos, PowerPoints, guides, and training materials on the IE SharePoint site in the Closing the Loop One-Stop Shop. Individual training sessions are provided by IE staff as requested.

##### Programmatic Accreditation

JRC-CVT – Submitted progress report and annual report for Cardiovascular Technology and Echocardiography programs.

JRCERT – Notification received of continued accreditation for a period of eight years (maximum awarded) for the Radiologic Technology – Macon Campus program. Submitted annual report for Radiologic Technology – Macon Campus and Radiologic Technology – Warner Robins programs.

NAACLS – Submitted annual report for Clinical Laboratory Technology program.

ACEN – Submitted annual report for Associate of Science in Nursing and Practical Nursing programs.

GBN – Notification received of approval of Associate of Science in Nursing program to Milledgeville Campus.

CAPTE – Successfully hosted on-site visit for CAPTE follow-up review on November 1, 2021. Notification received of continued accreditation for the Physical Therapy Assistant program.

##### PERKINS V

Perkins year-end data was received from TCSG for FY2021. The College exceeded the TCSG rates for measures P1-Graduate Placement and P2-Graduation Rate. Data indicated that the College did not meet the TCSG rate measure for P3-Non-Traditional Concentration, missing the mark by a narrow 0.59 percentage points. These and other Perkins data will be shared with the College's Perkins V internal and external Stakeholders to devise improvement activities for any un-met rates at the College level and individual special populations level.

<b>P1 Graduate Placement</b>				
<b>Row Labels</b>	<b>Num</b>	<b>Denominator</b>	<b>CGTC Rate</b>	<b>TCSG Rate</b>
Total	3,358	3,361	99.91%	99.07%

<b>P2 Graduation Rate</b>				
<b>Row Labels</b>	<b>Num</b>	<b>Denominator</b>	<b>CGTC Rate</b>	<b>TCSG Rate</b>
Total	3,122	4,863	64.20%	61.24%

<b>P3 Non-Traditional Concentration</b>				
<b>Row Labels</b>	<b>Num</b>	<b>Denominator</b>	<b>CGTC Rate</b>	<b>TCSG Rate</b>
Total	1,013	5,244	19.32%	19.91%

#### Special Populations:

Special Populations staff served 63 students through the Lending Library during Fall Semester 202116.

Ms. Trelaine Jackson has joined the Special Populations team effective 12/1/2021 as one of two Directors. She will be housed at the CGTC Macon campus.

## **GRANTS**

### Grant Applications

- GEER II Grant [State of Georgia]  
\$2,956,142 to support the ASN Nursing Bridge Expansion Project on the Macon campus  
Includes funding request of \$2.5M and match of \$456,142 from CGTC, Atrium Health Navicent and Houston Healthcare
- Negative Economic Impact [State of Georgia]  
\$2,411,025 to support the Commercial Truck Driving program  
Includes funding request of \$1.9M and match of \$511,025 from CGTC
- Basic Needs for Postsecondary Students [Dept of Education]  
\$990,000 to improve learning outcomes for underserved students

### Grant Proposals in Development

- Rural Postsecondary Education and Economic Development Program (Dept of Education)
- Good Jobs Challenge (Economic Development Administration)
- Economic Adjustment Assistance (Economic Development Administration)

## **Student Success**

### TEAMS Outreach Center:

In an effort to support active enrollment and reenrollment, TEAMS VISTA members contacted 500+ students by phone and email to provide information on:

- Information on best practices and time management including maximizing the time during Fall break.
- Enrollment and advisor information for students enrolled, but not registered for the upcoming semester.
- Information on the last day to withdraw from classes with a W grade and contact information for financial aid, advisors, and instructors.

#### Term-to-Term Comparison – Fall Semester

Term	# Alerts	Graduation/Reenrollment
Fall 2020 (202112)	627	56%
Fall 2021 (202212)	595	21% (data not final)

### REACH Student Organization:

Hosted eight bi-weekly virtual sessions during Fall Semester with 45 students and 31 guests (duplicated) in attendance. The REACH webpage has had over 300 hits since launch in Fall semester.

Jarius Lowe earned REACH Student Leader status Fall 2021 and will graduate from the Design and Media Production program Fall 2021.

REACH participants were involved in the following activities in Fall Semester:

- Featured in CGTC news story about PBI Grant in Sept
- Attended SAAB Summit Watch Party on Sat., Oct 16<sup>th</sup>
- Served as REACH Student Ambassadors at the YES Project Event on Dec 2<sup>nd</sup>

## **Career Connections and Transition**

The Career Connections and Transition office strives to enhance employment and training opportunities for eligible SNAP recipients. Through various outreach efforts and case management services, we provide assistance to students as they move forward to reach their career goals.

CGTC IE staff along with the Career Connections and Transition Project Manager, CGTC's Administrative Services staff, and TCSG Grants Management staff participated in the DFCS SNAP E&T (Education and Training) program Management Review (ME). The ME is a process by which DFCS E&T staff review files and operations of the Education and Training contractor. The review was held on November 18, 2021 and the College is awaiting the final compliance determination decision.



## Student Affairs Update

### CGTC Board of Directors Meeting

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**Report Date:** December 6, 2021

**Meeting Date:** December 14, 2021

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

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#### Career Services

The office continues to serve students by offering Optimal Resume assistant, Workshops, Career Fairs, Work Study and WIOA (Workforce Innovation and Opportunity Act). As the year comes to close the office is preparing to jump start Mock Interview Mondays and Workshop Wednesdays.

#### Campus Life

Campus Life is planning activities and events for the upcoming Spring semester.

#### Counseling Department

The department continues to conduct Mental Health First Aid training for faculty & staff. Group sessions for males and females are held regularly. Titans Talk Podcast continues to serve as valuable tool for the College community.

#### Athletics

Men's cross-country team became the Georgia Collegiate Athletic Association (GCAA) champions for the second year and earned the right to compete in the National Junior College Athletic Association (NJCAA) Division I Cross Country Championship on November 13, 2021 in Richmond, VA. Luis Alvarado earned a first-place finish and was named the 2021 GCAA Men's Cross-Country Runner of the Year. Also, Coach Craig Lawson was named the 2021 GCAA Men's Cross-Country Coach of the Year for the second straight year. The Lady Titans qualified two runners to compete at the NJCAA Cross Country Championship.

Men and Women Basketball kicked off their season October 2<sup>nd</sup>

Current Standings: Men 8-1, Women 4-3

Men's schedule: <https://cgtctitans.com/sports/mbkb/2021-22/schedule>

Women's schedule: <https://cgtctitans.com/sports/wbkb/2021-22/schedule>