

Central Georgia Technical College

Local Board of Directors and CGTC Foundation Board of Trustees Meeting

Tuesday, December 12, 2023

Larry Walker Arena, Room G143/G144 – Warner Robins Campus

80 Cohen Walker Drive, Warner Robins, GA 31088

11:30 a.m. – 12:00 p.m.

AGENDA

Local Board of Directors Meeting

Call to Order

Mr. Eric Wilson

Invocation and Pledge of Allegiance

Approval of Minutes

Mr. Eric Wilson

Division Reports

- Academic Affairs – ACTION ITEM Ms. DeAnn Nester
- Administrative Services Dr. Michelle Siniard
- Executive Vice President
 - Enrollment/Marketing/Public Relations Dr. Janet Kelly
 - Facilities/Satellite Operations Mr. Jeff Scruggs

President's Report

Dr. Ivan Allen

Old Business

Mr. Eric Wilson

New Business

Mr. Eric Wilson

Adjourn

CGTC Foundation Board of Trustees Meeting

Welcome and Call to Order

Mr. Mike O'Hara

Review and Approval of Minutes (*in packet*)

Mr. Mike O'Hara

Review of Financials (*in packet*)

Mr. David Danzie

Advancement Report (*in packet*)

Mrs. Tonya McClure

Addendum to By Laws *VOTE REQUIRED*

Mr. David Danzie

The Executive Committee has provided a motion for the following addendum to be added to the By-Laws:

- *Financial items that are included in the CGTC Foundation budget approved annually by the Board of Trustees only require written approval from the AVP of Institutional Advancement and do not require additional approval from the Board of Trustees to process.*

- *Un-budgeted items must have approval from the majority of the members of the Executive Committee for amounts below \$7,500. Any amounts above \$7,500 must be approved via a vote by the Board of Trustees.*
- *The AVP of Institutional Advancement is authorized to utilize the stamped signature of the Chair of the Board of Trustees for items requiring paper checks that are included in the CGTC Foundation budget approved annually by the Board of Trustees. The Chair will be notified when stamped signatures are used.*

Housing Partnership Discussion

Dr. Ivan Allen

Overview of potential partnership to secure housing on the Macon campus.

New/Old Business

Mr. Mike O'Hara

Adjourn

Central Georgia Technical College Board of Directors
Local Board Meeting
Monday, October 23, 2023
2023 TCSG Leadership Conference – Plimsoll Room, Hyatt Regency Savannah
2 W Bay Street, Savannah, GA 31401
5:45pm – 6:00pm

In Attendance

Allen, Ivan
Couch, Mike
Jennings, Manse (electronic)
Malone, Sherri
Nester, DeAnn
O’Neal, Kathy

Redding-Andrews, Karla
Scruggs, Jeff
Siniard, Michelle
Steele, Danielle
Williams, Avis

I. Call to Order

Dr. Avis Williams called the meeting to order at 5:41 p.m.

II. Approval of Minutes

The September meeting minutes were approved.

III. Division Reports

Ms. DeAnn Nester, VP for Academic Affairs, presented two new program requests to the Board for a Nurse Aide Accelerated TCC and a Nurse Aide TCC. The Board unanimously approved both requests.

IV. Meeting Adjourned

The Board of Directors meeting was adjourned at 5:45 p.m.

New Program Request, Programmatic Accreditation Update, General Information

Report Date: December 6, 2023

Meeting Date: December 12, 2023

Prepared By: DeAnn Nester, Vice President for Academic Affairs

New Program Requests

Accelerated Phlebotomy Technician (AP81) Technical Certificate of Credit

Programmatic Accreditations (Update)

JRCERT – Joint Review Committee on Education in Radiologic Technology

ASHP – American Society of Health System Pharmacists

CODA – Commission on Dental Accreditation

ASE – Automobile Service Excellence

ACEN – Accreditation Commission for Education in Nursing

CAPTE – Commission on Accreditation in Physical Therapy Education

General Information

SACSCOC Annual Meeting

ASN Program Graduates, Milledgeville Campus

NEW PROGRAM REQUEST

ACCELERATED PHLEBOTOMY TECHNICIAN (AP81)

Technical Certificate of Credit

Proposed Date of Implementation: Spring Semester 202414

Location: Warner Robins Campus

Statement of Need for Program in the Service Area: Employment of phlebotomists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations. About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The growing population, with its rising share of older people, will continue to increase demand for medical services, including blood testing. Blood analysis remains an essential part of medical care, as it is used to check for a wide range of issues. Therefore, demand for phlebotomists will remain high as doctors and other healthcare professionals require bloodwork for analysis and diagnosis.

Program Description: The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. This accelerated program would offer a condensed curriculum that covers the fundamental knowledge and techniques of phlebotomy, infection control, and venipuncture procedures. It would also provide hands-on training through clinical rotations and simulations, allowing students to gain practical experience and develop confidence in their abilities.

Program Curriculum

ACCELERATED PHLEBOTOMY TECHNICIAN TCC			
ALHS	1011	Structure and Function of the Human Body	5
PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	5
MINIMUM TOTAL HOURS			13

Admission Requirements: Placement measures in accordance with TCSG standards

Upcoming Programmatic Accreditations (Update)

JRCERT – Joint Review Committee on Education in Radiologic Technology

Jennifer Dugan, Program Chair for the Radiologic Technology Program on the Warner Robins campus, is waiting on a response to the self-study that was submitted October 1, 2023.

ASHP – American Society of Health System Pharmacists

Dr. Sean Bailey, Program Chair for the Pharmacy Technology Program, received the follow-up report from the virtual site visit that was conducted on October 13, 2023. A progress report will be submitted no later than January 20, 2024 to be considered for approval by the ASHP/ACPE Pharmacy Technician Accreditation Commission on Credentialing at its next meeting on May 5, 2024.

CODA – Commission on Dental Accreditation

Kelly Scruggs, Program Chair for the Dental Hygiene Program, received a letter indicating consideration of a program change that extends the scope of practice for Dental Hygienist related to administration of local anesthesia. With regard to the CODA site visit, we anticipate a letter within 30 days of the site visit that was on November 14-16, 2023.

ASE – Automobile Service Excellence

Steve Waters, Program Chair for the Automotive Technology Program, received notification this week that an Evaluation Team Leader (ETL) has been assigned for the Warner Robins campus. The ETL indicated that the on-site visit would be after the Phase IV renovations in the C Building are complete.

ACEN – Accreditation Commission for Education in Nursing

Dr. Patricia Wynne, Jessica Willcox, Cindyann Steger and the faculty are working on writing the self study that will be due in August of 2024 with a site visit to follow in September of 2024.

CAPTE – Commission on Accreditation in Physical Therapy Education

Dr. Mary Walker, Program Chair for the Physical Therapist Assistant Program, is waiting on a response to the annual report that was sent prior to December 1, 2023.

FAA – Federal Aviation Administration

Mr. Whitehead, Program Chair for the Aviation Maintenance Technology Program, welcomed three FAA inspectors on November 29, 2023 for an unannounced site visit.

General Information

SACSCOC Annual Meeting was attended by the following AA Leadership members:

DeAnn Nester, Vice President for Academic Affairs

Dr. Alvin Harmon, Associate Vice President for Academic Affairs

Dr. Patricia Wynne, Dean for Health Sciences

Dr. Sabrina Swann, Dean for Business & Computer Technology

Shannon Durham, Dean for General Education

Mike Pace, Dean for Aerospace, Trade, & Industry

Allison Repzynski, Director of Library and Academic Support Services

The **first cohort of Milledgeville ASN students** will complete this semester. We will graduate 33 students who attended the MV campus.

Central Georgia Technical College
FY 2024 YTD Analysis
as of November 30, 2023

		Annual Budget	Current Year Revenue	Receivables	Current Year Expenditures	Net Amount
01932	State Appropriation	28,155,630	11,731,510		11,043,223	688,287
01938	Adult Ed State Funds	1,096,214	456,751		416,030	40,721
18000	CMVOST - CDL Grant	122,542	24,520	9,672	34,192	0
20482	IDEAS22-CGTC01	35,000		975	975	
22018	Hope for Rural Central GA	236,503	133,615	18,551	152,166	0
23021	GA-AIM Phase 2	410,543	70,159	102,979	173,138	0
2421D	Federal Work Study Funds	316,407	28,056	25,292	53,348	0
2624A	Adult Ed Federal Funds	1,592,250	428,383		562,810	(134,427)
26991	VBOC Grant	431,732	142,018	21,508	163,526	0
28012	PBI Formula Grant	502,954	393,877	28,492	422,369	0
28128	DOE-Enhancing Capacity Plan	617,471	60,802	96,724	157,526	0
2831C	PBI - Project CAFÉ Action for Eq	834,111	164,268	59,577	223,845	0
3234B	Carl Perkins	1,720,463	474,001	240,507	714,508	0
33421	Ag Vets/NIFA - USDA Grant	167,139	84,534	12,183	96,717	0
35315	CCampus Grant	629,721	167,559	23,665	191,224	0
3554A	WIOA Adult	276,919	45,280	58,194	200,692	(97,218)
3554D	WIOA Dislocated Worker	467,915	90,809		44,897	45,912
3554Y	WIOA Youth	522,186	63,913		12,607	51,306
3Y025	GEERS2 CAN Grant	90,400	90,400		90,400	0
41830	GA-AIM State Match	144,324	24,730	44,246	68,976	0
48015	TCSG Foundation - Truist	65,038		990	990	0
55002	Live Work - Cosmetology	19,000	6,431		7,791	(1,360)
55004	Live Work - Auto Tech	18,000	9,889		3,140	6,749
55011	Live Work - Child Dev Ctr	250,000	189,053		296,797	(107,744)
55024	Live Work - Dental Hygiene	42,000	14,489		14,443	46
55029	Live Work - Diesel Mechanic	2,197	496			496
60001	Tuition	15,649,134	6,630,919	1,334,012	10,559,894	(2,594,963)
60005	GED Testing	65,000	11,548		120,523	(108,975)
60015	Miscellaneous	1,000,000	130,387			130,387
60030	Testing Center	90,000	46,666			46,666
60133	Misc Income Registration Fees	910,000	328,732	1,104	146,238	183,598
60134	Misc Income Application Fees	70,000				0
60135	Student Technology Fee	1,575,000	584,158	2,135	537,106	49,187
60136	Misc Student Fees	1,000,000	1,086,817	2,254	595,388	493,683
60300	Revenue Recovered	0	589,980			589,980
61001	Continuing Education	257,659	52,789		112,265	(59,476)
61002	Workplace Literacy	280,000			61,981	(61,981)
61003	Business & Industry General	865,000	308,688		226,435	82,253
61127	CLCP	19,200				0
61158	CDL Testing	8,500	4,800			4,800
61161	American Heart CTC	40,000	6,323		5,543	780
61181	Northrup Grumman Grant	15,000	15,000		8,798	6,202
61272	GDC Occupational Skills	1,239,647	408,608		586,223	(177,615)
61295	EOC Head Start	60,000				0
61299	CDC Building Fund	1,750,000	750,000			750,000
61335	A/E Miscellaneous				574,828	(574,828)

61337	Jones County A/L	20,000	20,000			20,000
62007	Concession Sales	65,000	53,990		58,570	(4,580)
90117	STABLE 4ward - Macon	68,142	68,142		66,278	1,864
90118	STABLE 4ward - Warner Robins	99,246	99,229	10,684	109,913	0
90360	Child & Adult Care Food Prog	64,448	20,201		38,703	(18,502)
90391	Bright from Start PreK Funds	278,009	111,840		109,176	2,664
90831	Nursing Program Expansion	449,569	422,014		422,014	0
95367	FY2021 MRR Bond	1,620,488		1,302,179	1,302,179	0
95373	FY2022 MRR Bond	80,803	33,204	46,258	79,462	0
95374	FY2022 Equipment Refresh	4,268		4,268	4,268	0
95386	FY2023 Aviation Equipment	36,565				0
95394	FY2023 MRR Bond	838,627	794,127	32,918	827,045	0
95395	FY2023 Equipment Refresh	332,452	90,504	241,051	331,555	0
95401	FY2024 Equipment Refresh	554,836	2,563	14,454	17,017	0
95406	FY2024 MRR Bond	933,018		42,000	42,000	0
96224	DHS/DFCS Training Grant	234,025	84,095		84,095	0
Grand Total		69,340,295	27,650,867	3,776,873	32,173,827	(746,087)

Net to Date	(746,087)
Prior Year Carry-over	2,865,814
<i>Net Income, including Prior Yr Carry-over</i>	<u>2,119,727</u>

Central Georgia Technical College
YTD Analysis - FY2024 vs. FY 2023
November

		FY2023			FY2024			FY24 vs. FY23
		Revenue	Expenditures	Net	Revenue	Expenditures	Net	Net Difference
01932	State Appropriation	11,391,377	9,748,290	1,643,087	11,731,510	11,043,223	688,287	(954,800)
01938	Adult Ed State Funds	408,317	475,739	(67,422)	456,751	416,030	40,721	108,143
18000	CMVOST - CDL Grant	5,494	5,494	0	34,192	34,192	0	0
20482	IDEAS22-CGTC01			0	975	975	0	0
22018	Hope for Rural Central GA	79,833	79,833	0	152,166	152,166	0	0
23021	GA-AIM Phase 2			0	173,138	173,138	0	0
2424A	Federal Work Study Funds	11,782	11,782	0	53,348	53,348	0	0
24999	OSHA Susan Harwood Grant	36,897	36,897	0			0	0
2622A	Adult Ed Federal Funds	443,845	576,263	(132,418)	428,383	562,810	(134,427)	(2,009)
26425	CARES Act Institution Relief	66,393	66,393	0			0	0
26436	CARES Strengthening Inst.	269,146	269,146	0			0	0
26991	VBOC Grant	159,588	159,588	0	163,526	163,526	0	0
28012	PBI Formula Grant	409,364	409,364	0	422,369	422,369	0	0
28128	DOE-Enhancing Capacity Plan	262,351	262,351	0	157,526	157,526	0	0
2831C	PBI - Project CAFÉ Action for Eq.	344,822	344,822	0	223,845	223,845	0	0
2920W	ASE-Apprenticeship State Expan.	7,188		7,188			0	(7,188)
3232B	Carl Perkins	973,995	973,995	0	714,508	714,508	0	0
33421	Ag Vets/NIFA - USDA Grant	69,665	69,665	0	96,717	96,717	0	0
35315	CCampus Grant	63,471	63,471	0	191,224	191,224	0	0
3551A	WIOA Adult	134,140	134,140	0	103,474	200,692	(97,218)	(97,218)
3551D	WIOA Dislocated Worker	7,016	7,016	0	90,809	44,897	45,912	45,912
3551Y	WIOA Youth	51,518	51,518	0	63,913	12,607	51,306	51,306
3Y025	GEERS2 CAN Grant			0	90,400	90,400	0	0
41830	GA-AIM State Match			0	68,976	68,976	0	0
48015	TCSG Foundation - Truist	17,250	17,250	0	990	990	0	0
55002	Live Work - Cosmotology	4,140	18,633	(14,493)	6,431	7,791	(1,360)	13,133
55004	Live Work - Auto Tech	3,653	3,473	180	9,889	3,140	6,749	6,569
55011	Live Work - Child Dev Ctr	164,950	230,499	(65,549)	189,053	296,797	(107,744)	(42,195)
55024	Live Work - Dental Hygiene	11,575	8,039	3,536	14,489	14,443	46	(3,490)
55029	Live Work - Diesel Mechanic		500	(500)	496		496	996
60001	Tuition	6,752,704	9,965,706	(3,213,002)	7,964,931	10,559,894	(2,594,963)	618,039
60005	GED Testing	11,729	105,555	(93,826)	11,548	120,523	(108,975)	(15,149)
60015	Miscellaneous	541,517	136,978	404,539	130,387		130,387	(274,152)
60030	Testing Center	46,784		46,784	46,666		46,666	(118)
60133	Misc Income Registration Fees	297,431	128,637	168,794	329,836	146,238	183,598	14,804
60134	Misc Income Application Fees			0			0	0
60135	Student Technology Fee	511,340	493,347	17,993	586,293	537,106	49,187	31,194
60136	Misc Student Fees	570,007	166,515	403,492	1,089,071	595,388	493,683	90,191
60300	Revenue Recovered			0	589,980		589,980	589,980
61001	Continuing Education	89,102	107,103	(18,001)	52,789	112,265	(59,476)	(41,475)
61002	Workplace Literacy	280,000	26,240	253,760		61,981	(61,981)	(315,741)
61003	Business & Industry General	310,378	324,865	(14,487)	308,688	226,435	82,253	96,740
61127	CLCP	7,578	7,578	0			0	0
61143	FAA	1,695	2,812	(1,117)			0	1,117
61158	CDL Testing	7,000	4,073	2,927	4,800		4,800	1,873
61161	American Heart CTC	8,955	6,755	2,200	6,323	5,543	780	(1,420)
61181	Northrup Grumman Grant			0	15,000	8,798	6,202	6,202
61272	GDC Occupational Skills	424,365	616,641	(192,276)	408,608	586,223	(177,615)	14,661
61295	EOC Head Start		6,378	(6,378)			0	6,378
61299	CDC Building Fund			0	750,000		750,000	750,000
61335	A/E Miscellaneous		483,277	(483,277)		574,828	(574,828)	(91,551)
61337	Jones County A/L	20,000		20,000	20,000		20,000	0
62007	Concession Sales	31,479	52,768	(21,289)	53,990	58,570	(4,580)	16,709
90116	Ga Dept of Corrections Testing	8,750		8,750			0	(8,750)
90117	STABLE 4ward - Macon	81,120	54,255	26,865	68,142	66,277	1,865	(25,000)
90118	STABLE 4ward - Warner Robins	118,155	144,162	(26,007)	109,913	109,913	0	26,007
90360	Child & Adult Care Food Prog	15,902	23,198	(7,296)	20,201	38,703	(18,502)	(11,206)
90391	Bright from Start PreK Funds	132,452	132,452	0	111,840	109,176	2,664	2,664
90831	Nursing Program Expansion			0	422,014	422,014	0	0
94358	DJJ Grant	20,000	1,687	18,313			0	(18,313)
95367	FY2021 MRR Bond	422,751	422,751	0	1,302,179	1,302,179	0	0
95373	FY2022 MRR Bond	543,496	543,496	0	79,462	79,462	0	0
95374	FY2022 Equipment Refresh	291,890	291,890	0	4,268	4,268	0	0
95386	FY2023 Aviation Equip Bond	37,640	37,640	0			0	0
95394	FY2023 MRR Bond			0	827,045	827,045	0	0
95395	FY2023 Equipment Refresh			0	331,555	331,555	0	0
95401	FY2024 Equipment Refresh			0	17,017	17,017	0	0
95406	FY2024 MRR Bond			0	42,000	42,000	0	0
96220	DHS/DFCS Training Grant	77,552	77,552	0	84,095	84,095	0	0
Grand Total		27,059,542	28,388,472	(1,328,930)	31,427,739	32,173,826	(746,087)	582,843

Net to Date
Prior Year Carry-over
Net Income, including PY Carry-over

(1,328,930)	(746,087)	
2,804,598	2,865,814	
1,475,668	2,119,727	644,059

Adult Education Update

CGTC Board of Directors Meeting

Report Date: December 8, 2023

Meeting Date: December 12, 2023

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	HSE Graduates*
FY23	993	57,349	398	40%	76
FY24	1,285	77,324	461	36%	67

* The HSE Graduates number includes GED® Test Graduates, HiSET™ Exam Graduates, and CGTC Academy: CPH Pathway

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 student acquiring 12 or more attendance hours.

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	99	6,787	20	33%
ABE2 Beginning Basic Education	516	31,228	112	32%
ABE3 Intermediate Low	360	21,015	78	34%
ABE4 Intermediate High	80	3,540	17	36%
ASE1 Low	7	211	2	57%
ASE2 High	0	0	0	0%
ESL1 Beginning Literacy	41	3,403	10	56%
ESL2 Low Beginning	50	3,635	13	46%
ESL3 High Beginning	50	2,830	16	46%
ESL4 Intermediate Low	32	1,767	7	44%
ESL5 Intermediate High	31	2,022	10	58%
ESL6 Advanced	19	885	5	37%
TOTAL	1,285	77,324	461	36%

AED Success Story: Destiny Hodge



Destiny is an underage youth that withdrew from high school wanting to get her education in a different way. She wasn't sure what to expect when she came to Adult Education. She has learned, and advises other students, to benefit the most students need to attend class as scheduled and work independently on Aztec at home to strengthen the day's learning. She passed the HiSET™ Exam 12/6/23. She is our first Youth Success Academy HiSET™ Exam Graduate! Her ultimate career goal is to become a radiologic technologist, however she does not yet meet the minimum age requirement. She is going enter the phlebotomy technician program in January, work in this field until she is 18, then enroll in the Radiologic Technology Degree program.

AED Updates:

- December 7 GOAL, RPA, EAGLE & OTOY Reception

Shayla Cochran, 2024 EAGLE Delegate

Lisa Dennis, 2024 Outstanding Teacher of the Year

- December 15 Adult Education Professional Development
- December 22 – All HSE Testing Centers Closed
January 1
- January 2 All HSE Testing Centers Re-open
- January 8 First Day of Spring Semester

Economic Development Update

CGTC Board of Directors Meeting

Report Date: December 5, 2023

Meeting Date: December 12, 2023

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
WR-ALC	General Maintenance Procedures	13	24	10/6 – 10/11
	Production Environment Readiness	28	40	10/13 – 10/19
	General Maintenance Procedures	14	24	10/23 – 10/25
	Production Environment Readiness	28	40	10/26 – 11/1
	General Maintenance Procedures	14	24	11/3 – 11/7
	Production Environment Readiness	28	40	11/9 – 11/17
	General Maintenance Procedures	14	24	11/20 – 11/22
	Production Environment Readiness	28	40	11/27 – 12/1
	Depot Work Methods and Standards Course	21	80	10/23 – 11/3
GDC - Fleet Operations	OSHA 10-Hour General Industry	22	10	10/2-10/3
	Forklift Training	8	8	10/11
	Forklift Training	9	8	10/12
Graphic Packaging International - Perry	Forklift Training	5	10	10/4
	Forklift Training	5	8	10/10
	Lean Introduction: Process Improvement	6	7	10/18
	Forklift Training	4	8	11/8
	Forklift Training	3	8	11/14
	Forklift Training	10	8	11/29
Georgia Forestry Commission	CDL Class A Maneuvers Training	4	112	10/4-10/31

Solenis	Forklift Training	1	8	10/4
RAFB Environmental Section, 78th CES	CDL Assessment & Training (Class B)	2	32	10/7-28
Bibb Co. School District	Forklift Training	2	8	10/10
	Forklift Training – Stand Up	6	4	10/20
	Forklift Training	1	8	11/21
Otis Redding Foundation	Designing Effective Websites	1	24	10/18-12/18
Clean Control Corporation	Forklift Training – Recert.	8	4	10/23
	Forklift Training	2	8	11/14
	Forklift Training	2	8	11/21
Multiple Companies (14)	Workplace Violence Prevention	28	2	10/26
GDC - Macon Transitional Center	Forklift Training	10	8	10/27
The Clerks Authority Georgia Superior Court Clerks' Cooperative Authority	Civil Litigation	2	24	10/31-1/31
	Torts	2	24	10/31-1/31
Hollingsworth & Vose	15 Invaluable Laws	6	7	11/2
GDC – McEver Probation Detention Center	OSHA 10-Hour General Industry	20	10	11/6 & 7
	OSHA 10-Hour General Industry	20	10	11/8 & 9
	ServSafe	39	4	11/30
GDC – Burruss CTC	OSHA 10-Hour General Industry	7	10	11/13 & 14
Central Georgia Technical College	Forklift Training	1	8	11/14
Middle Georgia Food Bank	Forklift Training	1	8	11/21
DJJ Macon Youth Detention Center	10 Soft Skills	10	8	11/29 & 30

Continuing Education Courses Delivered:

Training Delivered	Number Trained	Length of Course (Hours)	Training Dates
Ed2Go Online Personal & Professional Training	4	Various	10/3-1/25/24
Basic Computer Skills	5	2	10/4
Forklift Training	3	8	10/4
Driver's Education	15	30/6	10/7– 10/30
Driver Training – Drive Only	2	6	10/7– 10/30
Forklift Training	1	8	10/10
Introduction to the Internet	6	2	10/18
Soft Skills	69	1	10/25
Ed2Go Online Personal & Professional Training	3	Various	11/1 - 11/30
Driver's Education	9	30/6	11 /2-11/28
Driver Training – Drive Only	1	6	11/2-11/28
Forklift Training	1	8	11/14

Forklift Training	2	8	11/21
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DHS/DFCS Training Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
FSGV 1020	9	105	10/30-11/29
FSFM 1030V	13	70	10/16-10/27
FS 1000V	14	105	11/27-12/12

Adult Education - IET (Truist) Grant:

Training Delivered	Number Trained	Length of Course	Training Dates
OSHA 10-Hour General Industry	12	10	10/18 & 10/19
AHA First Aid CPR AED	6	8	10/25
AHA First Aid CPR AED	6	8	10/26
Forklift Training	4	8	10/30
Forklift Training	4	8	10/31
Forklift Training	8	8	11/15
Forklift Training	7	8	11/16

Industry Outreach:

- HSM Solutions – Peach
- Blue Bird – Peach
- Middle Georgia Community Action Agency – Houston
- Graphic Packaging International – Houston
- Cascade Corporation – Houston
- Rath USA- Baldwin
- Parrish Construction – Houston
- Super Lawn Trucks – Peach
- Houston Healthcare – Houston
- Macon Transit Authority – Bibb
- YKK AP - Bibb
- Pittman Waller Roofing, LLC – Bibb
- NuSteel USA – Peach
- Graphic Packaging International - Bibb

Community Outreach:

- Robins Regional Chamber Golf Classic
- Greater Macon Chamber of Commerce Business After Hours
- Macon Bibb County Industrial Authority – Board Meeting
- Governor’s Workforce Summit
- Putnam Chamber of Commerce – Workforce Development Panel
- Peach County Chamber of Commerce – Leadership Class Education Day

- Greater Macon Chamber of Commerce – Macon & Eggs
- Middle GA EMC – Economic Development Summit
- Middle Georgia – National Security Forum
- Robins Regional Chamber of Commerce – Eggs & Issues
- Workforce Summit – Innovating Georgia’s Workforce
- Middle Georgia Economic Alliance (MGEA) Works Meeting

Facilities:

- **Over 1000 visitors utilized the facilities at the Warner Robins** campus during the months of October and November including WR-ALC/OBHA, American Red Cross, Middle Georgia RESA, Sigma Epsilon Omega Sorority, RBI Benefits, Houston County Board of Elections, Houston County Volunteer Medical Clinic, Technical College System of Georgia, Delta Sigma Theta Sorority, Georgia Family Connection Partnership, International City of Optimist Club, Salvation Army, Georgia Association of Student Council, MidSouth Community Federal Credit Union, Warner Robins Area Transportation Study Committee, Central Georgia Athletics, Georgia Early Education Alliance for Ready Students, Candice Harnage, and Speaker Jon Burns.
- **Over 1200 visitors utilized the facilities at the Macon** campus during the months of October and November including Middle Georgia RESA, Technical College System of Georgia, Middle Georgia Woodworkers Association, Irving Consumer Products, Orange Duffle Bag Coaching Program, Georgia Association of Student Financial Aid Administrators, Greater Macon Chamber of Commerce, Southeastern Chapter – National Safety Council, Department of Family and Children Services, United Way, Georgia Enroll, Progress Learning, HRP Realty, Macon-Bibb Fire Department, Baker Distributing Company, and Georgia Manufacturing Extension Partnership.
- **Over 400 visitors utilized the facilities at the Milledgeville** campus during the months of October and November including American Red Cross, Ocmulgee Judicial Circuit Accountability Courts, Department of Juvenile Justice, Chamber of Commerce, Baldwin County Board of Education and Communities in Schools.

Enrollment Services, Marketing, and Public Relations Update

Report Date: December 8, 2023

Meeting Date: December 12, 2023

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

Enrollment and Registration

Fall Semester 2023

- Current Fall enrollment is at 10,678 students
 - Record setting single semester enrollment—highest in the history of the College
- Fluctuations in the final number are expected due to late no-shows and potential addition of DOC students
- End of semester data for fall semester 2023 will be final January 5, 2024

	Fall Semester 2022	Fall Semester 2023	Percent Change
Total Enrollment	9,683	10,678	10.3%
Credit Hours	69,522	77,978	12.2%
FTE (Full Time Equivalent)	4,634	5,198	12.2%
Full Time Enrollment	1,762	1,936	9.9%
Part Time Enrollment	7,921	8,742	10.4%

Total Enrollment	Total Credit Hours	Total FTE
10,678	77,978	5,198

Source: KMS Report TEC 0115 for the 202412 term as of report date.

Spring Semester 2023

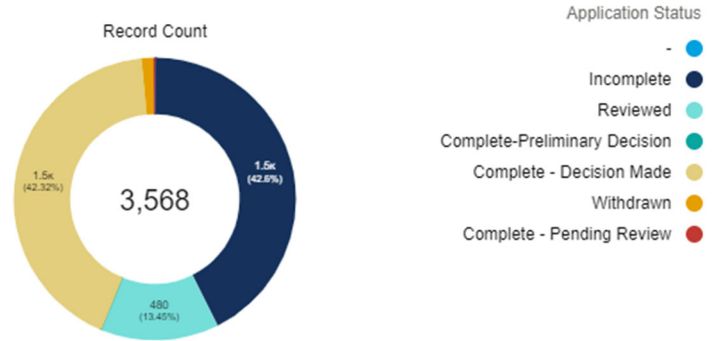
- Spring 2024 Pre-Enrollment is currently at 4,814
 - DE student enrollment is at 1,358
- Trends for both net and gross numbers for the spring day to day comparison are positive

Spring NET	Overall	Credit	HS	DOC	DAP	CPH/AO
2023	4,000	2,418	1,444	48	77	13
2024	4,812	3,260	1,355	27	150	20
Difference	812	842	-89	-21	73	7
Growth/loss	20.3%	35%	-6%	-44%	95%	54%

Spring GROSS	Overall	Credit	HS	DOC	DAP	CPH/AO
2023	4,421	2,735	1,537	48	86	15
2024	5,015	3,360	1,443	28	159	23
Difference	594	625	-94	-20	73	8
Growth/loss	13.4%	23%	-6%	-42%	85%	53%

Admissions Acceptance for Spring Semester 2024

- More than 3,560 applications have been started for spring 2024
 - 1,520 are incomplete (student owes documentation)
 - 1,510 have been accepted



Georgia Match

- Initiative launched in October 2023 to encourage Georgia students to attend college by offering automatic acceptance for qualified students to TCSG and USG institutions.
- Letters went out to all GA high school seniors with information on institutions where they would be accepted with the option to “Claim their spot” at up to three colleges/universities.
- CGTC has received 273 GA Match inquiries
 - 167 students have “claimed their spot” resulting in a started application
 - 36 students have submitted applications, meaning they have completed the process
- CGTC recruiters and admissions staff members work inquiries and started applications to assist students to app completion and enrollment.

Additional Updates:

- **Open House and Recruitment events**
 - Spring orientation events will be held January 4 and 5
 - January 4: Morning and afternoon virtual orientation sessions with option to visit closest campus following the online event
 - January 5: in-person orientation at the WR campus—open to all students
- **Marketing and International Relations:**
 - Launched marketing campaign directly targeted to Spanish-speaking/Hispanic population
 - Collaborating with Academic Affairs to promote new Badge credentials awarded for course completion
 - Hosted CGTC GOAL (Georgia Occupational Award of Leadership) competition
 - Eleven students from a cross-section of the college were nominated by instructors
 - Five finalists competed for the top spot:
 - Ashanti Brown, Welding and Joining Technology; Emma Hughes, Welding and Joining Technology; Toler Thompson, Registered Nursing; David Watts, Aviation Maintenance; and Courtney Yoder, Registered Nursing
 - The winner was announced at a special evening reception on December 7
 - David Watts, nominated by Aviation Maintenance instructor David Johnson, will represent CGTC in region and state competitions for the GOAL award.
- **Dual Enrollment:**
 - Upcoming events:
 - More than Scrubs 2.0 Health Science summit (Bleckley, Crawford, Dooly, Monroe, Pulaski, and Twiggs counties) January 31, 2024 at the Roy H. “Sonny” Watson Health Sciences Building.
 - More than Scrubs (Houston County schools): February 1, 2024 at the Roy H. “Sonny” Watson Health Sciences Building at the WR campus.
 - Fly High Summit: Thursday, February 9, 2024 at the Aerospace Training Center

Facilities

Report Date: December 11, 2023

Meeting Date: December 12, 2023

Prepared By: Jeff Scruggs, Executive Vice President

Facilities Projects

- Flooding event affecting approximately 30-40 percent of Watson Building
- Macon “H” renovation (new RN program) and WR “C” renovation (Trade and Industry): Macon “H” Certificate of Occupancy has been issued, and is in “punch list” phase. Instruction to begin. Phase II (of 4) of WR “C” is finishing.
- Macon ECCE/CDC bid documents have been submitted to TCSG for bid and the bids are currently under review
- Sports surface (\$1.69MM) and asphalt track construction is complete; Bleachers and press box installation has commenced.

VECTR Update

Report Date: December 6, 2023

Meeting Date: December 12, 2023

Prepared By: Col. Don Layne (Ret.), Chief Operating Officer, GA VECTR Center

Georgia VECTR Center Monthly Report for November 2023

Section I - VECTR Center Key Events this month:

- Hosted Veterans Small Business week event with Mayor Patrick, Regional and State SBA Leadership with 55 attendees on 11/1
- Hosted Leo A Daly's Director, Martha Pacini, and Vice President, Avery Sarden, for briefing and tour on 11/7
- Col. Don Layne participated in Robins Regional Chamber Eggs & Issues: 21st Century Partnership panel on veteran issues on 11/9
- Hosted Free Veterans Legal Services Clinic in partnership with Georgia Legal Services Program for low-income veterans. 14 veterans were served with a total of 50 cases worked at event on 11/9
- Hosted Defense Committee Members, including Rep Robert Dickey, Rep Bethany Ballard, Rep Rey Martinez, Honorable Patricia Ross, and 21st Century Partners for a briefing and tour on 11/9
- Met with Robins MSG for introduction of Rosie Project initiative on 11/14
- Brad Wilkinson briefed at the Safety Coalition Brief in Savannah concerning CMVOST Grant awarded to CGTC for approximately 75 people on 11/14
- Hosted Rosie Project CEO, Aniza Brown, for briefing, tour and discussion for VECTR hosting Rosie Project permanently at VECTR on 11/15
- Hosted Gratitude America CEO, Michael Anthony, and Director of Operations, Chris Gill, for briefing and tour on 11/15
- Hosted Carl Vinson VA Medical Center, Vocational/Employment and Community Teams, Commission on Accreditation of Rehabilitation Facilities accreditation representative for briefing and tour on 11/16
- AI Enhanced Robotics Manufacturing students attended TCSG day at Georgia Tech on 11/16
- Met with Robins Military Spouse Program Lead, Tiffany Kelley, to discuss possible partnership opportunities on 11/21
- Hosted partnership meeting between CGTC and Rosie Project on 11/21
- Met with Robins ALC about future SkillBridge opportunities and partnerships on 11/29

Section II – Customer Services provided by the VECTR Center:

*As of FY24 Mission United/United Way number will be counted under Community Resources.

Service Area	November 2023	AY 2024	August 2016 to Present
Career Coaching	29	143	4,592
Education	703	2,357	13,722
Community Resources	21	219	4,559
Education-Financing	8	37	3,037
Entrepreneurship	230	1,616	15,615
Testing Center	112	566	7,584
VA Health Enrollment	130	1,112	4,729
Veterans Service Officers (VSO)	554	3,679	68,674
WIOA	0	31	535
Other	585	4,392	27,074
Totals	2,372	14,152	150,121

Section III – VECTR Utilization this month:

Event Name	Organization	Location	Number of Attendees	Dates
Veterans Small Business Week Event	SBA/VBOC	144/145	55	11/1
Air Force Life Cycle Management Center (AFLCMC) C-5 Sustaining Engineering Cost Performance Index System Engineering Management Plan	Robins AFB	104	7	11/1
AFLCMC Interviews	Robins AFB	104	16	11/2
Veterans Affairs Supportive Housing (HUDVASH)	Carl Vinson VA	136	2	11/3
Warner Robins Air Logistics Complex (WRALC) Interviews	Robins AFB	145	15	11/6-7
Air Force Sustainment Center ADA Class	Robins AFB	152	30	11/6-7
WRALC Interviews	Robins AFB	144	18	11/7
VECTR Briefing/Tour for Leo A Daly	VECTR	104	6	11/7
H4 Enterprises Interviews	Robins AFB	136	10	11/8
VECTR Legal Services Clinic	VECTR	144/145/152 146, 154, 156	46	11/9
VECTR Briefing/Tour for Defense Committee Members	VECTR	104	10	11/9
Veterans Vocational Rehabilitation Client Meeting (VA VOC REHAB)	Carl Vinson VA	146	3	11/13
VECTR Briefing/Tour for Gratitude America	VECTR	104	4	11/15
VECTR and Rosie Project Meeting	VECTR	104	4	11/15
AFLCMC Purchase Management Trainee Interviews	Robins AFB	152	30	11/16
VECTR Briefing/Tour for Carl Vinson VA Medical Center, Vocational/Employment and Community Teams, Commission on Accreditation of Rehabilitation Facilities	VECTR	104	6	11/16
Veterans Business Outreach Center Interviews	VECTR/VBOC	104	6	11/21
VA VOC REHAB Client Meeting	Carl Vinson VA	146	2	11/27

AFLCMC C-5 Division Airworthiness Plan	Robins AFB	104	10	11/28-29
WRALC Interviews	Robins AFB	152	18	11/29
AFLCMC Industry Day	Robins AFB	144/145	60	11/29-30
VA VOC REHAB Client Meeting	Carl Vinson VA	136	2	11/30
Total			360	

Section IV - CGTC Classes/Workshops conducted at VECTR this month:

Class Name	Number Enrolled	Length of Course (Weeks)	Training Dates
AI Enhanced Robotics Manufacturing	9	15 Weeks	10/10-2/2
Air Conditioning Technology	5	15 Weeks	10/10-2/2
Electrical Construction	0	15 Weeks	10/10-2/2
Industrial Systems Maintenance	6	15 Weeks	10/10-2/2
Welding	8	15 Weeks	10/10-2/2
CDL – Fall Cohort	7	6 Weeks	(10/23-10/31) 11/1-12/12
Cisco Networking	11	15 Weeks	8/15-12/8

Workshop Name	Trainer	Number Trained	Training Date
USAJobs Profile and Resume Workshop	Mark Rodriguez	5	11/7
Lunch & Learn: Into and Intermediate Word	Mercer	3	11/14
Student Financial Awareness Workshop	Greer Wealth Advisors	4	11/14
USAJobs Profile and Resume Workshop	Mark Rodriguez	3	11/21
Total		15	

Section V - Veterans Business Outreach Center (VBOC) events this month:

- **Counseling Sessions: 40**
- **Business Starts: 1**

Event	Event Type	Location	Number Trained	Training Dates
Outreach	NVSBW Event	VECTR	55	11/1
Boots2Business	In-Person	Hunter AAF	13	11/2
Boots2Business	In-Person	Ft Moore	20	11/7
Reboot	In-Person	VECTR	5	11/14
Boots2Business	In-Person	Ft Stewart	14	11/28
Boots2Business	Virtual	VECTR	41	11/30
Boots2Business	In-Person	Ft Eisenhower	13	11/30
Total			161	

Section VI – Student Recruiting Outreach conducted by VECTR this month:

Event Name	Event Type	Location	Number of Attendees	Dates
CSP Briefing	In-Person	Ft Moore	5	11/1
CSP Briefing/Fair	In-Person	Ft Campbell	266	11/1
CSP Briefing	In-Person	Ft Stewart	28	11/2
Pre-Separation Briefing	In-Person	Robins AFB	24	11/7
CSP Briefing	In-Person	Ft Moore	9	11/8
CSP Briefing	In-Person	Hunter AAF	16	11/8
CSP Briefing	In-Person	Ft Stewart	34	11/9
Informational Briefing for Safety Coalition	In-Person	Savannah	75	11/14
CSP Briefing	In-Person	Ft Moore	3	11/15
CSP Briefing	In-Person	Ft Stewart	34	11/16
Informed Decision Briefing	In-Person	Robins AFB	5	11/28
Pre-Separation Briefing	In-Person	Robins AFB	22	11/28
CSP Briefing	In-Person	Ft Moore	11	11/29
CSP Briefing	In-Person	Hunter AAF	11	11/29
CSP Briefing	In-Person	Ft Stewart	33	11/30
Total			576	

Fundraising, Special Events, Private Gifts, Grants and Special Projects Update

Meeting Date: December 12, 2023

Prepared By: Tonya L. McClure

Fundraising Totals

Funds Raised and Top Donors for FY2023

- \$2.5 million raised in support of student scholarships and other special initiatives through donations, grants, and in-kind gifts.
- Gold and Silver Level Donors
 - Peyton Anderson Foundation
 - TCSG Foundation, Inc
 - Charles H. Jones Family Foundation
 - Navicent Health Foundation
 - Houston Healthcare System
 - CGTC Faculty & Staff
 - James Hyde Porter Charitable Trust
 - 21st Century Partnership Foundation
 - W. Mansfield Jennings, Jr. Charitable Trust
 - Anonymous Donor

Special Events

Safe Driving Summit

- September 13 @ Macon Campus
- Partnering with Lutzie 43 Foundation and the Department of Transportation
- Hosted 300 Bibb county juniors and seniors

Health & Wellness Complex Field Dedication Ceremony

- September 23 @ 1:30 pm Pre-game ceremony honoring top donors prior to CGTC football game
 - Houston Healthcare
 - Atrium Health Navicent
 - ICB Construction

TCSG Leadership Conference/TCFA Delegate Council Meeting

- October 23-25

Alumni Night @ Atrium Field

- October 28 @ Titans Football Game
- Spotlight for alums and provided giveaways to build connections and alumni database

Georgia Educators Advancement Council Annual Conference

- November 13-15

New Hire Lunch with the President

- New quarterly event for new employees to receive overview of CGTC and become acquainted with president and executive staff

Private Gifts/Grants/Requests

Notable Fall Quarter Private Gifts

- W. Mansfield Jennings, Jr. Charitable Trust – \$15,000
- Embraer Foundation – \$10,000
- Stock gift in support of the Owen Barry Jones Memorial Scholarship – \$9,858
- Men's Basketball Program – \$5,000

Requests

- New Childcare Center for Macon Campus
 - Griffith Foundation – \$1 million (submitted)
 - Knight Foundation - \$1 million (proposal pending submission)

Special Projects

Fall Semester Scholarship Awards

- Tuition (Private & Foundation funded) – \$51,050
- Books/Supplies – \$20,000

Friends of the CGTC Foundation *Shades of Ireland* Tour

- Trip Dates: Trip dates: May 8-17, 2024
- Partnering with Collette Travel to support study abroad student scholarships
- **Open to anyone!**
- 20 spots secured for the CGTCF (deposit required to secure spot)

Information Technology, Instructional Technology, and Cyber Security Update

Report Date: December 8, 2023

Meeting Date: December 12, 2023

Prepared By: Dr. Brian Snelgrove, Chief Information Officer

General Information

Macon H Building Renovation

- Over 30,000 feet of cabling has been installed in the Macon H building to support the renovation project
- Technology updates and moves to support office and classroom space have begun

Warner Robins Watson Building

- Less than 24-hour turnaround to move all faculty and staff technology from office spaces to temporary working spaces
- Minimal impact on users during the transition thanks to clear communication between Academic Affairs and Information Technology

VECTR Network

- The new network core switch for VECTR has arrived and is being configured
- Installation should occur during the holiday break



Student Affairs Update

CGTC Board of Directors Meeting

Report Date: December 7, 2023

Meeting Date: December 12, 2023

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

Career Services

The office continues to host and assist with Career Fairs and workshops to assist regional employers with hiring. The office has several dates providing services to students to include Work Study Fair, Career Inventories, Transfer Tuesday, Resume writing and Interview skills.

Campus Life

Titans club football goes undefeated and become NCFA National Champs, beating Ohio State University 29-14. SGA sponsored Toys for Tots and Sock drives during the holiday season. Several clubs sponsored or hosting holiday events to include giveaways and held fund raising events. Students attended the Georgia Fall Leadership Conference in Atlanta.

Counseling/Wellness Department

The department continues to conduct individual and group sessions to assist students and academic programs. In an attempt to expand its brand, the department is teaming up with campus life to include the wellness aspect that focuses on the students' total welfare. Partnering with Middle Georgia Community Food Bank to provide a food pantry on all three campuses.

CGTC Academy Dual Achievement Program (DAP)

The team has 205 students for fall semester and will graduate approximately 30 more students. Several of the graduates have transition over to become traditional college students.

Athletics

Basketball season is in full swing with home games being held at both Walker Arena in Warner Robins and Titans Arena in Macon. Approval has been granted for the 2024 season for Football and Men and Women soccer.