



BOARD OF DIRECTORS MEETING

Webex
May 6, 2020
7:30 a.m.

MINUTES

Present:

David Campbell
Erin Cook
Kyle Fletcher
Keith Gettinger

Rebecca Hadley-Catter
Merry Heath
Nitara Murray
Michael Powell

John Rainwater
Jeff Stribling
Carman Templeton
Stone Workman

Absent:

Roger McDaniel

Staff Members:

Dr. Alvetta Thomas
Dr. Mark Andrews
Miriam Caslin
Barbara Jo Cook

Dr. Chris Daniel
Wanda Hammock
Dr. Xenia Johns
Dr. Steve Pearce

Kim Santerre
Anna Taylor
Dr. Murray Williams

A. CALL TO ORDER

Michael Powell thanked everyone for attending and called the meeting to order at 7:30 a.m.

B. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda. Dr. Thomas requested that Barbara Jo Cook be allowed to provide the Institutional Advancement Division report at this time in order to allow her to attend a separate meeting.

Barbara Jo Cook reported on the Institutional Advancement area as follows:

- Representatives from the College attended the Jasper County Chamber meeting on January 21 and the Fayette County Chamber meeting on January 23, and will be attending the Spalding County Chamber meeting on January 30.
- The 2020 Internal Tiger Campaign kicked off via email on April 13, 2020, and will end on Friday, May 15, 2020. All donations to the campaign support SCTC students through scholarships. As of today, there are 39 faculty and staff who have pledged one percent of their salaries to be a member of Dr. Thomas' One Percent Club.
- The Foundation has awarded scholarships totaling \$16,200 for summer semester.

- The SCTC Foundation has launched the Student Technology Emergency Fund to assist students as they transition to remote learning due to the COVID-19 pandemic. Many students are facing challenges with technology in order to stay connected with their instructors and complete their assignments since they do not have laptops or internet connections. SCTC students will continue to face technology challenges beyond this crisis, as remote learning may become the new normal. The Foundation made the first donation to the Student Technology Emergency Fund by committing \$36,000 to purchase laptops that can be loaned to students who need them. Additional financial support is needed to help SCTC students with their technology challenges as they acquire the academic, technical, and work ethic skills needed for meaningful employment. The Foundation is accepting online donations through the Southern Crescent Technical College website or checks made payable to the Southern Crescent Technical College Foundation, 501 Varsity Road, Griffin, GA 30223. Dr. Thomas stated that the College is working hard to make sure that students have what they need to be successful. Erin Cook mentioned that a SmartBus WiFi Mobile Hotspot (<https://www.kajeet.net/school-bus-wifi>) might be an option to help with connectivity issues.

C. APPROVAL OF AGENDA

Jeff Stribling made a motion to accept the agenda, Kyle Fletcher seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES FROM LAST MEETING

David Campbell made a motion to approve the minutes of the January 22, March 13, and March 25, 2020, meetings as presented in the Board materials, Mr. Stribling seconded, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Board Reappointments, Vacancies, Election of Officers

Dr. Thomas welcomed Nitara Murray, the College's newest Board member representing Henry County and works for AT&T. Ms. Murray stated that she is excited to have the opportunity to serve on the Board and looks forward to meeting everyone face-to-face at some point.

Dr. Thomas reviewed the vacancies on the Board and discussed having some ideas for the vacancy in Spalding County for a corporate representative.

Annual elections are a requirement and will be handled at the upcoming meeting in June. Michael Powell has served as Chair for two one-year terms and will step down at the end of June but will remain on the Board. Carman Templeton and David Campbell are slated for FY2021 Chair and Vice Chair positions, respectively. A new Vice Chair Elect needs to be identified by the end of June and in order to be eligible; the member would not be scheduled to roll off prior to the end of FY2026

Reappointments have been submitted to the State Board of the Technical College System of Georgia for approval. These include Nitara Murray for her first term as she came onto the Board in a replacement position for William Strickland; Erin Cook, Kyle Fletcher, Keith Gettinger, and Merry Heath for a second term; and Jeff Stribling for a third term.

2. New Program Review

Dr. Pearce reviewed new programs that have been submitted to the State Board of the Technical College System of Georgia for approval. These include:

Accounting Fundamentals	(AF21)	TCC
Medical Receptionist	(MR51)	TCC
Organizational Leadership Specialist	(OLS1)	TCC
Small Unmanned Aircraft Systems (sUAS)	(SU11)	TCC

The first three Technical Certificates of Credit programs are short-term programs that can be completed in one semester. All of the classes in these programs can be taken online and have been designed to assist displaced workers gain additional skills, which would allow the student to obtain an entry-level position. The Small Unmanned Aircraft Systems program would prepare students to obtain the remote pilot certificate and be able to fly drones commercially.

Mr. Stribling made a motion to approve the programs as presented, Keith Gettinger seconded, and the motion was unanimously approved.

G. COLLEGE REPORTS

1. Institutional Advancement

As noted above under Additions/Changes to the Agenda.

2. Academic Affairs

Dr. Steve Pearce reported on the Academic Affairs area as follows:

- Due to the COVID-19 pandemic, Academic Affairs has transitioned all classes to remote learning. Faculty have placed courses in Blackboard, the learning management system used by TCSG. Faculty have set-up virtual office hours to assist students. Live lectures are conducted through video conferencing and recordings made for students who cannot attend the live lectures. Many of the labs, including all of the science labs, have been moved to a remote learning platform. For those labs that must be completed face-to-face, students will be allowed limited lab time this semester. Only students who need the lab work to graduate are allowed in the lab at this time. As labs become available, students will be given the opportunity to make-up lab time. As much as possible, our healthcare partners have allowed our students to continue their clinical experiences. Dr. Thomas expressed how hard the faculty have worked to provide interactive, in-depth instruction via all the remote learning platforms available to them.
- Tutoring services are continuing for students through remote tutoring, phone conferences, and video conferencing.
- Library services are also continuing. Library resources are available on the SCTC website and can be accessed through the Blackboard learning management system. Librarians are also assisting students through phone, email, and chat.
- Distance education has been conducting professional development sessions for faculty to assist them in the transition to remote learning. Additionally, video conferencing sessions have been conducted for students to help them adapt to remote learning, including how to use Blackboard and access services. Distance education has also been assisting faculty and students individually with any issues encountered.
- The College has supported our hospital partners by providing snacks for their staff at Piedmont Henry, Piedmont Fayette, Upson Regional, and WellStar. Thanks to Dean Roslyn McCurry for

making the deliveries and Dr. Thomas for her support in making this show of appreciation to our local hospitals possible. Merry Heath and Carman Templeton thanked the College for the snacks that were provided.

3. Administrative Services

Miriam Caslin reported on the Administrative Services area as follows:

- Much of the Administrative Services Division has been able to maintain services and operations remotely with limited staff coming on campus for tasks like check printing and mail delivery. However, Ms. Caslin made note of two areas, the Facilities and Maintenance departments that have been working hard on campus to continue the renovation projects as well as ensuring the sanitation of the buildings in preparation for the return to work plan.
- Ms. Caslin mentioned that Tender Tech has been closed due to COVID-19.
- The College financial statement of funds available and expenditures compared to budget for the period of July 1, 2019 thru April 29, 2020 (FY2020) reflects the following (there is no FY2019 comparative data available for this reporting period):
 - The original budget was \$30,186,216.88. Local funds have exceeded the projected budget for the fiscal year. The final budget is \$30,553,798.79.
 - Current year revenue is \$26,754,000.41 less receivables in the amount of \$18,849.65 provides total adjusted revenue of \$26,735,150.76.
 - Revenue compared to budget is 87.56%.
 - The actual expenditures total is \$24,580,047.49, comprised of 84.43% in personnel expenses and 15.57% in operating expenses.
 - Expenditures compared to budget is 80.45%.
 - This financial statement indicates the College's current year funds available for this reporting period is \$2,155,103.27 and prior year reserves less prior year outstanding receivables with a total of \$172,511.09.
 - Current year and prior year total funds available for July 1, 2019 to April 29, 2020 is \$2,327,614.36.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

4. Adult Education

Dr. Murray Williams reported on the Adult Education area as follows:

- The Adult Education Division is also teaching remotely as of March 16, 2020.
- Enrollment stood at over 1,200 students in March but because testing is a part of the ability to enroll students, the Division had to stop enrolling students across the State.
- The program has recently been given approval to begin enrolling students again. Work has begun on this process. There were 75 students on a waiting list and work has begun to determine eligibility of these students for the program.
- Instructors are currently teaching via Webex but will be transitioned over to Blackboard by the start of the summer semester.
- Currently, the division works with students to obtain paperwork on Mondays and Tuesdays and proctors testing on Wednesdays and Thursdays. The students could then begin classes on the following Monday.

5. Institutional Effectiveness/Information Technology

Dr. Chris Daniel reported on the Institutional Effectiveness (IE)/Information Technology (IT) area as follows:

- In February, the College hosted the SACSCOC Off-Campus Site Peer Committee Visit for the Georgia Film Academy, The Fayette County Schools Center of Innovation, and the Griffin Region College and Career Academy. The committee allotted two days to visit each campus and to speak to faculty, staff and students. The College had zero recommendations.
- On March 27, IE submitted the response report for the College's Fifth-Year Review addressing the three areas in question. Due to COVID 19, the SACSCOC Board will review these in August instead of June. Results are expected in September.
- Ms. Donna Boisseau has joined the IE Division as the Curriculum Management Director. She serves as a liaison between Academic Affairs and Institutional Effectiveness. Ms. Boisseau is currently working with Smart Catalog to get the College Catalog and Student Handbook posted online. She is also working with faculty and deans to ensure compliance with all curriculum matters.
- IE is currently working on the FY2021 Perkins budget request.
- IT led the successful switch over to a remote working environment. This included the configuration of 75 laptops to be used by staff and faculty. Dr. Daniel expressed his appreciation to the IT department for all the work hard and support that they have provided.
- IT is able to provide excellent remote support to resolve any user computer issues.
- IT set up Jabber to allow staff to continue the normal job functions of making and receiving phone calls using their office phone number from home on their laptop.
- The IT Department is currently setting up 106 laptops for a student loaner program.
- Technicians are also setting up 38 laptops for administrative staff. These laptops will replace their desktop computer in the office and can be taken off campus to continue work remotely. This setup will give staff more flexibility and save the College money by not purchasing separate laptops for staff.

6. Student Affairs

Dr. Xenia Johns reported on the Student Affairs area as follows:

- Spring Enrollment – 5,422 (10.4% increase over last spring)
- Summer Enrollment – 2,780 (last summer was 2,829)
- Dual Enrollment spring term-1,532 (32.8% increase over last spring)
- Dual Enrollment summer term – 184 (last summer was 242)
- All student support services are offered remotely (Virtual ROAR, Virtual Advisement).
- Student Life updates
 - Working on a Graduation Tribute with Marketing
 - Working on a Graduate Parade to honor graduating students
 - A traditional face to face Commencement Exercise is being planned for November 30 at the First Assembly of God Church in Griffin
 - Daily virtual student activities are provided. These include Motivational Mondays which encourage students to take care of themselves, Terrific Tuesdays focuses on stress management, Wellness Wednesdays is opportunity for the Athletic Coach provides fitness and recipe information for the College community, Turn Up Thursdays provides an opportunity for students to share stories about their experiences at home, and Freefall Fridays include mental health tips.

- CARES Act Funding
 - Provided emergency financial assistance for eligible students (~\$1.9 million)
 - Emergency Grant Fund for students impacted by COVID-19

7. Executive Vice President

Dr. Mark Andrews reported on the Executive Vice President area as follows:

- The Economic Development Division to date has served 81 companies with a goal of 107; amassed 17,444 training hours as compared to 18,554 last year; and generated \$405,948 in revenue with a benchmark of \$500,000.
- The third welding class at the Spalding County Correctional Institute is approximately half-way to completion.
- The welding class with the Clayton County Correctional Institute is almost complete with two classes and testing remaining.
- An Industrial Systems online training program (Amatrol) focusing on electrical controls and logic will be available beginning May 15. This is a self-paced six-week course.
- The Division has an online OSHA 10 class scheduled for May 19-20 from 8 am-1 pm each day.
- There is an online Basic Training for Supervisors class being offered June 15-18 from 8 am-12 pm.
- The Division has a Root Cause Analysis online class that is scheduled to run June 22-26 from 8 am-12 pm.
- The classroom portion of the Driver's Education program is in the process of going online with training currently being conducted for instructors and administration. Waiting on guidance from the State regarding testing.
- A number of SCTC employees have enrolled in Ed2Go online training classes during the shelter in place period.
- Online TEAS testing is now available with May testing dates to be posted soon.
- Free access to several online soft-skill courses covering a variety of topics that apply to all sectors of the workplace are now available in a continued effort to support our communities.
- Welcome to Rennie Walters. He has joined the College as the new Chief of Police.

H. PRESIDENT'S UPDATE

- Dr. Thomas stated that she would like to provide some additional context to the Adult Education report. One of the reasons that the College could not initially enroll Adult Education students is because they have to test in order to determine their skill level and the testing vendor did not have an online option. They just released an online option at the end of last week. Another barrier was that some of these students' documents by law have to be notarized. There is now a remote notary process in place. The Technical College System of Georgia General Counsel has been able to assist the College with this process because it had to be supervised by an attorney. The training occurred last week.
- Dr. Thomas stated that the College received over \$3 million in CARES Act Funding. By law, 50% had to be disbursed directly to students. There was flexibility in the process. The College chose to provide two disbursements (one for spring and one for summer) and to have an emergency grant category. Students had to meet certain requirements. The College utilized FAFSA documentation to determine eligibility. The College also chose to provide a tiered approach based on credit hour enrollment. Students had to be impacted by COVID-19. Therefore, students that were totally

online prior to March 13 were not eligible, and dual enrollment, foreign, and transient students are not eligible. The summer disbursement is the same criteria so students that would receive money in the summer will have had to be enrolled in the spring semester. Students that received the first disbursement but do not enroll in the summer will not receive the second disbursement.

- The other part of the CARES Act funding (~\$1.9 million) was an institutional portion to help offset expenses incurred due to COVID-19. There are still questions on how this money can be used. The Technical College System of Georgia General Counsel is looking into this to determine if some of the money can be used to offset some of the upcoming budget cuts.
- A third portion of money from the CARES Act funding (\$247,000) came from being identified as a minority-serving institution. The challenge is working through the rules and regulations. The College has one year to spend the money and will move forward cautiously to meet Federal requirements for spending. Jeff Stribling asked if some of the CARES Act funding could be used to purchase laptops. Dr. Thomas stated that some of the funding will be utilized for laptops. Once a determination can be made on allowable expenses, the expenses will be rerouted to come from these funds.
- The College has a 14% (\$1.9 million) budget cut. A plan for this cut has to be submitted to the Technical College System of Georgia by Friday. This cut will likely include furloughs, ten-month contracts for faculty, and a hiring freeze.
- Dr. Thomas invited the Board to participate in graduation tribute. Details will be provided.
- Gradual return to work beginning May 14 primarily for those in customer service positions. Hours will be staggered and masks will be required. Branded masks will be provided to faculty and staff.
- Please follow the College on social media.
- Dr. Thomas plans to continue providing updates to the campus community every two weeks.
- The Senior Leadership Team began in March meeting daily and is now meeting at 10:00 am every Tuesday and Thursday.
- Dr. Thomas meets with the Commissioner and the technical college presidents three times a week (Monday/Wednesday/Friday) at 2:00 pm.
- The College continues to review the schedule of events for the College. It is unlikely that the events (Red Carpet Gala, Henry County Wine and Charcuterie) will move forward in the fall but updates will be provided as decisions are made.
- Dr. Thomas thanked the Board for their support while the College continues building strong students, careers, and communities.

I. ADJOURN

Mr. Powell thanked the College staff for all the hard work that they continue to do to carry out the mission and take care of the students. The next Board meeting will be held on June 17, 2020 at 7:30 a.m. via Webex. There being no further business, Ms. Fletcher made a motion to adjourn, Mr. Stribling seconded, and the meeting was adjourned at 8:39 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary