



**BOARD OF DIRECTORS
WebEx
March 24, 2021
7:30 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Erin Cook
Carman Dean
Kyle Fletcher

Keith Gettinger
Rebecca Hadley-Catter
Roger McDaniel
Nitara Murray-Class

Michael Powell
John Rainwater
Jeff Stribling

Absent:

Merry Heath

Stone Workman

SCTC STAFF MEMBERS

Dr. Alvetta Thomas
Stacy Acey
Dr. Mark Andrews
Barbara Jo Cook

Dr. Chris Daniel
Dr. Xenia Johns
Dr. Kim Lee
Dr. Steve Pearce

Anna Taylor
Murray Williams
Wanda Hammock
Kim Santerre

A. CALL TO ORDER

Carman Dean thanked everyone for attending and called the meeting to order at 7:31 a.m.

B. ADDITIONS/CHANGES TO THE AGENDA

There were no additions to the agenda.

C. APPROVAL OF AGENDA

Michael Powell made a motion to accept the agenda, Keith Gettinger seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES FROM LAST MEETING

Roger McDaniel requested that the minutes be corrected to reflect his attendance at the meeting held in February. Mr. Powell made a motion to approve the minutes of the February 17, 2021 meeting as corrected, seconded by David Campbell, and the motion was unanimously approved.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Nominating Committee Update

Roger McDaniel presented Keith Simmons to represent Spalding County in the form of a motion, Kyle Fletcher seconded the motion, and the motion was unanimously approved. Mr. Simmons is the new Superintendent for the Griffin-Spalding County School System and will make a great addition to the Board. The College will forward paperwork to the Technical College System of Georgia for Mr. Simmons appointment to be considered by the State Board.

2. Program Updates

Dr. Pearce reported that the Curriculum Committee requested consideration be given to the termination of the Pharmacy Technician diploma and degree programs. It was expected that the Georgia Board of Pharmacy would require individuals to complete an Associate degree in Pharmacy Tech to be able to test. This did not happen and after about working for 3 months in a Pharmacy, the individual could sit for the exam. The current instructor recommended termination of the program and the Advisory Committee for the program was consulted for feedback. The Advisory Committee also recommended termination of the program. The current instructor has agreed to teach out the program and equipment in the program can be utilized by other medical programs. Ms. Fletcher made a motion for termination of the program, Mr. Gettinger seconded, and the motion was unanimously approved.

Dr. Pearce provided a brief description and requested approval for a new Nurse Aide Accelerated program. This would allow students to complete the program within one semester. Mr. Campbell made a motion to approve the program as presented, Mr. Powell seconded, and the motion was unanimously approved. Ms. Dean stated that this program would be very helpful for an entry level position.

Dr. Pearce stated that new Federal regulations will add additional hours to the CDL program. A recommendation from the instructor and the Advisory Committee has been made to remove the core Chemistry class from the Forensic Science program. The chemistry needed for the Forensic Science program could easily be taught within the program itself.

G. COLLEGE REPORTS

1. Academic Affairs

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

- Southern Crescent Technical College submitted a proposal to the Southern Association of Colleges with Associate Degrees regarding our response to the pandemic. That proposal was accepted, and the College developed a video describing several of the actions taken by the College to transition to remote learning. The link to the video is <https://youtu.be/SUsYuZ10ceY>.
- The Crescent Café is planning to offer curbside pickup beginning today. As a result, individuals will be able to order online at crescentcafe.mobilebytes.com, and pick up their order safely without entering the building. Culinary students do the work in the Café, so it is a great learning opportunity for them. The date that curbside pickup is available will be announced, and we invite you to join us for breakfast or lunch one day.

- Classes have begun in the Small Unmanned Aircraft Systems (drone) program. Recently students from the Griffin Region College and Career Academy drone class came over to tour the program. Included in the lab is simulation software, drones, and an obstacle course. The College continues to be excited about the potential for this program.
- Southern Crescent Technical College (SCTC) will be participating, along with other colleges in the Technical College System of Georgia (TCSG), in eCampus beginning Summer semester. This initiative will allow SCTC students to take classes at other TCSG colleges that they may not be able to take at SCTC for some reason, and allow students from other TCSG colleges to take classes at SCTC. eCampus is a way to provide additional options for students.

2. Administrative Services

Stacy Acey reported on the Administrative Services area as follows:

- Following is the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2020 through February 26, 2021 (FY2021). A financial overview and brief explanation of this statement includes:
 - The final budget is \$29,297,982.15.
 - FY2021 Current Year Revenue is \$18,975,910.60 less receivables (\$15,312.38) provides a total adjusted revenue of \$18,960,598.22. Revenue compared to budget is 64.77%. No comparative data for this time period.
 - Actual Expenditures total is \$17,859,160.56, comprised of 87.50% in personnel expenses and 12.50% in operating expenses. Expenditures compared to budget is 60.96%. No comparative data for this time period.
 - This financial statement indicates the College's current year (CY) funds available for this report is \$1,101,487.56. Prior year reserves less prior year outstanding receivables total \$1,995,608.86. Current year and prior year total funds available for the period July 1, 2020 through February 26, 2021 is \$3,097,096.42. No comparative data for this time period.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

3. Adult Education

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

- The program has 539 enrolled students and an 32.95% Measurable Skills Gain (MSG) percentage. There are 440 ABE students (an increase of 83 students from February) and 73 ESL students (an increase of 5 students from February). The State enrollment average for all 31 programs is 468 students and State MSG percentage is 30.84%.
- Goals for the year are 783 enrolled students and a 40.7% MSG percentage.
- Thirty-seven (37) adult education students have registered for credit classes during AY2021.
- The Adult Education program collaborated with Economic Development to offer OSHA-10, soft skills training, and Forklift training to four adult education students.
- Judy Cook-Snider and Brittany Odom served on the Fatherhood panel representing Adult Education on March 16, 2021 at 6:00 pm.

4. Institutional Advancement

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

- Scholarship applications for summer closed on February 28, 2021, and the applications are currently being reviewed and rated by faculty and staff.
- The Southern Crescent Technical College Foundation has contracted with Columns Fundraising for grant research, a grants calendar, an application template, and grant writing.
- The internal campaign will kick-off on April 12, 2021 during the college-wide staff development day. The campaign will again be a virtual campaign and will conclude on May 14, 2021. Last year, full-time faculty and staff pledged \$37,947 for student support with 60% of full-time faculty and staff participating.

5. Institutional Effectiveness (IE)/Information Technology (IT)/Curriculum Management (CM)

Dr. Chris Daniel reported on the Institutional Effectiveness/Information Technology areas as follows:

- IE is currently working with Program Coordinators to close out annual plans and to complete planning for AY2022.
- IE recently received word that there is an additional \$80,000 dollars in Perkins carryover funds. This means, with our amendment, the College will be making ~\$220,000 in equipment purchases.
- IT is working with TCSG on several Banner upgrades and Single Sign On implementation to get prepared for TCSG's eCampus initiative.
- IT is purchasing a third round of laptops (150) for full-time faculty to have the same setup as staff for ease of remote work.
- CM is developing training for program coordinators related to crafting robust advisory committee meeting minutes for each program area and workshops will be offered in the coming weeks.
- CM has updated Allied Health programs to make sure all admission, licensure, passage rate information, and applicable handbooks are current and linked to Smart Catalog.

6. Special Projects

Dr. Kim Lee reported on the Special Projects area as follows:

- The Professional Development Committee met again on Friday, March 19, 2021 to begin finalizing plans for the next professional development day that is scheduled for Monday, April 12, 2021. Southern Crescent moved forward with connecting with the National Alliance for Partnerships to conduct the morning session. During the afternoon session, the College will launch the internal campaign as well as provide applicable guidance on advisory committee meetings for academic program coordinators and an overview of Office 365 for the remaining College faculty and staff.
- The College is continuing to engage with external consultants to identify potential Federal funding opportunities to further substantiate and support the College's mission of student success. The College is diligently working to prepare an application for Title III funding to further support students at risk of losing momentum with academic progress. Title III funding is designed to "improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions."

- Another opportunity under consideration is a program funded through the U.S. Department of Labor to assist young adults between the ages of 18 and 24 to acquire applicable labor market skills as they prepare to transition from the criminal justice system.
- The State of the College virtual presentation was released on March 8, 2021. Employees engaged in trivia competition primarily relative to the content in the video. The Southern Crescent Tiger Paw Patrol delivered prizes to the 27 winners on March 17, 2021.

7. Student Affairs

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

- Fall Enrollment - 5,232 (last Fall Term was 5,246; down 14 students or 0.3%; System average is down 8.5%)
- Dual Enrollment Fall Term - 1,090 (21.4% of overall enrollment; last Fall Term was 1,315; down 225 students or 17.1%; System average was down 19.5%)
- Spring 2021 - 5,261 (Spring Term 2020 was 5,419; down 2.9%)
- Dual Enrollment Spring Term 2021 - 1,222 (22.9% of overall enrollment; last Spring Term was 1,529; down 20%)
- Summer 2021 - 1,784 (Summer 2020 was 2,781)
- Student Life
 - Basketball season began January 29, 2021 and the men have a 7/6 record
 - Georgia Occupational Award of Leadership (GOAL) College Winner was named on March 19, 2021 as Elena Cohn, Industrial Systems Technology (Nominating Instructor, Johnny Dodson). The State competition will be held May 17-21, 2021. Opportunities for Ms. Cohn to speak are welcomed.
 - Commencement will be held on May 11, 2021 at 10 am and 2 pm in the Ellis Crossing Education and Training Center parking lot.
- CARES Act Funding
 - CARES1 - \$1,956,144.00
 - CARES2 - \$1,956,144.00
 - CARES3 - Expected \$7 million +
- Job Placement/Graduate Reporting
 - AY19 In-field job placement rate was 88.2% (AY18 was 87.7%)
 - AY19 Total job placement rate was 99% (AY18 was 98.9%)
 - AY20 Graduation Rate was 83% (AY19 was 80%)
 - AY20 Unduplicated Awards was 2,301 (AY19 was 2,622; down 321 awards or 13%; System average was down 6%)
 - AY20 Duplicated Awards was 3,838 (AY19 was 4,245; down 407 awards or 9.8%; System average was down 4.1%)
- Events
 - Virtual Secondary Partners Appreciation was March 11, 2021
 - Virtual Career Fair is March 25, 2021
 - Virtual Career Exploration is April 15, 2021

8. Executive Vice President

Dr. Mark Andrews reported on the Economic Development area as follows:

- The Economic Development Division through mid-March has served 46 companies and generated \$170,000.00 in revenue.

- WellStar/Spalding began Certified Nurse Assistant classes conducted by the Division on March 9.
- Upson Regional Medical Center will also have Certified Nurse Assistant classes taught through the Division starting on April 14. The Division will also offer Leadership classes as well.
- Driver's Education classes are scheduled to begin in Griffin on April 5 and April 25.
- The Division is partnering with Adult Education on an Industry Essentials class that began on March 15.
- The Division is working with Jackson High School on a two-week Manufacturing Basics class with funding through Three Rivers Regional Commission that is scheduled for May 2021.
- Upson-Lee High School is interested in a Manufacturing Basics class this year as well and Kyle Fletcher has been instrumental in restarting this discussion with the school system and Three Rivers Regional Commission.
- The Division is still planning a Welding class for Clayton County Corrections that will be funded through the Atlanta Regional Commission and should begin in April.
- Ken's Foods located in McDonough met with Academic Affairs and Economic Development at the Henry County Center on March 18 to discuss the need for maintenance technicians.
- The Division has scheduled a five-day Six Sigma Green Belt class in June that will be conducted at the Ellis Crossing Education and Training Center.

H. PRESIDENT'S UPDATE

Dr. Thomas began by acknowledging Dr. Murray Williams resignation effective May 1. Ms. Williams has accepted the Presidential role at Roanoke-Chowan Community College in North Carolina. Dr. Thomas expressed her excitement for Dr. Williams. The Board congratulated Ms. Williams on her new position. The Vice President position will be posted soon.

Dr. Thomas provided a brief description of CARES funds. The College has or will receive a total of \$24 million in support of efforts in regards to COVID. The College will be able to capture lost revenue due to COVID. The College is following the Department of Education guidance. Funds are being used to assist students in any way allowable.

There is now a webpage (www.sctech.edu/news) that will allow Board members and Foundation trustees to receive news regularly about the College. This page includes important dates, social media posts, and press releases.

Dr. Thomas provided a brief presentation of a five-year look back of the College's progress. Dr. Thomas stated that the College has great employees. The presentation provided details on key performance indicators that are used to benchmark the College's trends. These include enrollment, retention, graduates, and placement. Accreditation both regional and national have been a focus. Renovation included the Ellis Crossing Education and Training Center, Building B on the Henry County Center, and the Griffin Campus One Stop Shop along with the removal of mobile units. Programs have been added to meet the needs of the communities served. The student loan program was reinstated and the student guarantor program was implemented. Articulation agreements have been expanded to promote seamless transition.

Dr. Thomas stated that the College could not have done this work without the tremendous support of faculty, staff, boards and partners. Special thanks to the faculty and staff from the bottom of her

heart. What matters the most is the success of our students. Thank you for your support. There is more to come in the future (i.e. eCampus).

I. ADJOURN

Ms. Dean expressed kudos to all faculty and staff of the College and congratulated everyone for the hard work and accomplishments. Ms. Fletcher thanked the College for the unwavering commitment to the Flint River Campus and the entire campus. Jeff Stribling echoed the comments and expressed his appreciation of the strong leadership. Mr. Gettinger stated that he is proud of the way that the College is monitoring the “scoreboard” and the pride shown in the work accomplished. The Annual Report and the State of the College is available online. A letter to the editor has been submitted to local newspapers.

The next Board of Directors meeting will be held on May 11, 2021 at 11:30 a.m. at the Ellis Crossing Education and Training Center in conjunction with the graduation ceremonies. Jeff Stribling has agreed to speak at the 2:00 pm ceremony. Ms. Dean congratulated Mr. Stribling on his upcoming retirement from Quad Inc. Dr. Thomas thanked Mr. Stribling for his service. There being no further business, the meeting was adjourned at 8:40 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary