



**BOARD OF DIRECTORS
Griffin Campus
November 17, 2021
7:30 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Erin Cook
Rebecca Hadley-Catter

Roger McDaniel
Michael Powell
John Rainwater

Jeff Tarrant
Chris Williams

Absent:

Kyle Fletcher
Keith Gettinger

Merry Heath
Keith Simmons

Stone Workman

SCTC Staff Members

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

Dr. Chris Daniel
Steve Hendrix
Dr. Xenia Johns
Dr. Steve Pearce

Anna Taylor
Kim Santerre

Guest

Judge Jan Hunt

A. CALL TO ORDER

David Campbell welcomed everyone to the Board meeting and called the meeting to order at 7:35 a.m.

B. INTRODUCTION OF GUESTS

Dr. Thomas introduced Jan Hunt, Spalding County Probate Court Judge, to Board members. Judge Hunt administered the oath of office to Jeff Tarrant and Chris Williams. Once both Board members had been sworn in, Judge Hunt offered her congratulations. Dr. Thomas thanked Judge Hunt for her support and the new Board members for agreeing to serve on the Board of Directors.

C. RECOGNITION

Dr. Thomas requested that the new Board members remain standing and presented each with a framed certificate of achievement from the Technical College System of Georgia. Mr. Tarrant and Mr. Williams, along with Keith Simmons, were recognized at the recent Technical College System of Georgia

Leadership Conference held in Savannah for fulfilling all requirements for Board certification. Dr. Thomas thanked these Board members for assisting the College with maintaining 100% certification. The College was recognized at the Conference for this accomplishment as well as the Southern Crescent Technical College Foundation maintaining Role Model Board distinction for 2021.

D. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

E. APPROVAL OF AGENDA

Michael Powell made a motion to accept the agenda with a change to allow Student Affairs to report prior to New Business, Roger McDaniel seconded, and the Board voted unanimously to accept the agenda as modified.

F. APPROVAL OF MINUTES FROM LAST MEETING

Rebecca Hadley-Catter made a motion to approve the minutes of the September 15, 2021 meeting, seconded by Mr. McDaniel, and the motion was unanimously approved.

G. OLD BUSINESS

No old business.

H. COLLEGE REPORT – STUDENT AFFAIRS

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

- Fall Enrollment – 5,064 (last Fall Term 5,231)
- Fall Credit Hours – 41,963 (last Fall Term 43,989)
- Fall Full Time Equivalent – 2,797 (last Fall term 2,932)
- Dual Enrollment Fall Term – 867 (last Fall Term 1,090)
 - Focusing on spring term enrollment (January 10)
- Spring Enrollment – 2,943 (last Spring Term 5,179; ahead of this time last year)
- Student Life – Board members are welcome to attend
 - Building 100 Open House, December 9, 3:00 pm
 - Commencement Exercises, December 14, 10:00 am and 2:00 pm, First Assembly Church of God, Griffin
 - Basketball season has kicked off (Women play on November 20 and Men on December 13)
- Financial Aid
 - CARES2 Funding (Student Portion \$1,606,830.00)
- Job Placement/Graduate Reporting
 - AY2021 In-field job placement rate 90.3%
 - AY2021 Total job placement rate 99.3%
 - AY2021 Graduation Rate 79.3%

I. NEW BUSINESS

Tender Tech Child and Adult Care Food Program Renewal

Dr. Pearce presented information Tender Tech Child Development Center, a program of Southern Crescent Technical College, is a participant in the Child and Adult Care Food Program (CACFP). The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA) Child Nutrition Program designed to reimburse providers for nutritious meals served to children or adult day

care environments. This program provides reimbursement to child care centers, adult day care centers, emergency shelters, family day care homes, and after-school programs that provide meals to children or adults in their care. CACFP regulations require the program be presented to the Board of Directors at the time of renewal. Also presented for consideration was Yolanda Hickman (Assistant Director of Tender Tech) to serve as the temporary Delegate of Authority for the Food Program Grant, which would allow Ms. Hickman to sign the required documentation for the program. John Rainwater made a motion to approve the program renewal and Ms. Hickman as presented, Mr. McDaniel seconded, and the motion was unanimously approved.

J. COLLEGE REPORTS

1. Academic Affairs

Dr. Steve Pearce reported on the Academic Affairs and Adult Education areas as follows:

- The EC-Council has recognized Southern Crescent Technical College's Cybersecurity program for the "2021 Academic Best Newcomer of the Year" award. EC-Council awards many cybersecurity certifications to professionals in the field. These certifications are endorsed by the Department of Defense. EC-Council selects only one program in North America to be recognized as the best newcomer of the year. Congratulations to the Cybersecurity Program Coordinator, Chris Hope, for all his work to make this recognition happen.
- The Nursing Schools Almanac has just released its 2021 rankings of the best nursing programs in Georgia. The College is very pleased to share that Southern Crescent Technical College has been included on two distinct lists: the best associate's degree in nursing (ADN) programs and the best licensed practical nursing (LPN) programs.
- All of the approvals have been granted for Southern Crescent Technical College to purchase two late-model trucks from Peterbilt Atlanta for the Commercial Truck Driving program. These trucks are state-of-the-art, and will provide the resources to train our students on equipment with the most recent improvements better preparing them for the workforce. In response to an inquiry from Rebecca Hadley-Catter, Dr. Pearce indicated that the program currently serves about 28 students per semester.
- Dr. Gayla Love, ASN instructor, has been invited to speak at the Fourth World Congress on Nursing and Patient Healthcare. Dr. Love's presentation is entitled "Teaching of the Frontline: Using the Donna Wright Competency Model." This conference will be held in London, England and virtually. Participants from around the world will attend.
- Advisory Committee meetings will be held on November 18 at the Southern Crescent Technical College campuses. Committee members will hear the QEP presentations and be given the opportunity to provide feedback. In addition, committee members will receive updates on their program and be given the opportunity to make recommendations to improve the program.
- An articulation agreement has been signed with Troy University. While SCTC students must still meet admissions requirements at Troy, the agreement paves the way for trouble-free academic progress. Dr. Thomas stated that this agreement offers opportunities for both our current students and graduates to seamlessly matriculate to Troy University. This partnership and the expanded educational pathways it provides demonstrates the commitment both institutions have to creating meaningful educational opportunities for students.

2. Administrative Services

Ms. Acey reported on the Administrative Services area as follows:

Below is the Southern Crescent Technical College Financial Statement of Funds Available and Expenditures Compared to Budget for the period of July 1, 2021 through October 31, 2021

(FY2022). There is no FY2021 comparative data available for this reporting period. A financial overview and brief explanation of this statement includes:

- The final budget is \$29,724,490.00.
- FY2022 Current Year Revenue is \$12,940,922.08 less receivables (\$21,370.75) provides a total adjusted revenue of \$12,919,551.33. Revenue compared to budget is 43.54%. State funds are requested monthly at 1/12 of the annual State allocation.
- Actual Expenditures total is \$8,968,619.13, comprised of 85.79% in personnel expenses and 14.21% in operating expenses. Expenditures compared to budget is 30.17%.
- This financial statement indicates the College's current year (CY) funds available for this report is \$3,950,932.20. Prior year reserves less prior year outstanding receivables total \$2,132,309.80. Current year and prior year total funds available for the period July 1, 2021 through October 31, 2021 is \$6,083,242.00.

Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing. Mr. Rainwater inquired as to how the College is tracking financially as compared to last year. Dr. Thomas stated that the College will continue to expend funds keeping in mind to maintain ~\$2 million in carryover as long as that is allowable. Revenue and expenses are tracked regularly throughout the year to ensure the availability of adequate funding for the entire fiscal year.

CARES Funding	Institutional	Minority
Grant Award to Date	\$15,819,937.00	\$1,510,433.00
Remaining Balances	\$9,016,700.67	\$491,205.25
Last Day to Draw funds	August 16, 2022	November 7, 2022

Ms. Hadley-Catter inquired if CARES funding allows for additional funds to be carried over. Dr. Thomas explained that reimbursement of lost revenue is the only funding that is not required to be spent by deadlines that are provided. The College has identified all lost revenue possible and these funds have been drawn down. The College must incur the expense first and then draw down the CARES funds. Mr. Campbell inquired about institutional versus minority funds. Dr. Thomas stated that all colleges in the System received institutional funds with most qualifying for the minority serving institution funding. Minority serving institution funding is the least restrictive and therefore, will be spent last. Supply chain issues have slowed down some of the planned purchases but once items are available, funds can be drawn down. The College will be able to apply for an extension on the last day to draw down funds once the allowable timeframe arrives. The expectation is for funding to sunset in 2023. There is also an allotment of CARES funds that must be disbursed to students that meet the CARES guidelines. Students, including adult education and dual enrollment, have benefitted from this funding. The College was able to incentivize COVID vaccinations for both students and employees. Leveraging CARES funds with State funds has allowed the College to stretch renovation funding further.

3. Adult Education

Mr. Hendrix reported on behalf of Adult Education and Academic Support areas as follows:

- The current Adult Education enrollment is 451 and is above the state average (435).
- The current Measurable Skill Gain (MSG) percentage is 31.04%. The State average is 27.13%. ESL Overall MSG percentage is 40.00%, compared to the State average of 26.20%.
- The goals for the year are 1,200 enrolled students and a 51.6% MSG percentage.

- There have been 22 students to obtain their GED since July 1, 2021. Mr. Campbell inquired regarding the timeline for a student to reach completion. Mr. Hendrix indicated that students are tested upon entry to the program and placed in the corresponding level. There are six identified levels and students move at their own pace through the program with measureable skill gain along the way.
- During FY2022, there have been 13 Adult Education students who applied to the College. Six of those students have actually registered for classes.
- The Adult Education program collaborated with Economic Development to offer a Forklift Integrated Education and Training (IET) to four Adult Education students in October and are helping these students to find employment with their new skills. These two divisions are in the planning stages for another IET.
- The Division is in the process of choosing the EAGLE award representative and expect to have it completed by the end of the week. Announcement will be made with the GOAL and Rick Perkins Award winners on December 7.

4. Institutional Advancement

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

- The Southern Crescent Technical College Foundation held the Drive "Fore" Education Invitational Golf Tournament on October 21, 2021 at The Club at Shoal Creek in Griffin. Thirty teams participated in the tournament with representation from individuals throughout the College's service area. The gross proceeds from the tournament were \$64,128.00 with net proceeds of \$57,626.85. Thanks was expressed to Piedmont Fayette Hospital, Southern Rivers Energy, Georgia Power, Caterpillar, Upson Regional Medical Center, United Bank, Cooper Lighting Solutions, and Dr. Alvetta Thomas for being a corporate sponsor.
- Through the internal campaign, many employees have opted to donate one percent of their salary to support scholarships. Thirty-seven members of Dr. Thomas' One Percent Club went to Senoia on November 11, 2021, and enjoyed lunch, a self-guided tour, and an exploration of the movie industry city. Southern Crescent Technical College has a vibrant film program and this experience gave the One Percent Club members an opportunity to learn more about our students' impact in the film industry.
- Ms. Cook expressed her thanks for the work done by the Foundation trustees to maintain the Role Model Board distinction for the seventh consecutive year.
- Ms. Cook made Board members aware of the farewell reception planned in honor of Dr. Thomas and invited everyone to attend the event on December 2 at 5:30 pm.
- Ms. Cook thanked the Board for all the support that they provide to the College and Foundation. Mr. Campbell commended Ms. Cook and the College on a great golf tournament with great prizes. He expressed his appreciation of all the effort that Ms. Cook expends to host successful events.

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

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

- Southern Crescent Technical College has been selected as a Top 150 Aspen Institute community college eligible to compete for the 2023 Aspen prize and the Institutional Effectiveness Division is compiling data to submit our application for the next phase of that process.

- The Division is working with Dr. Sean Brumfield and the General Education faculty to complete the competency assessment for this semester.
- Dr. Thomas, Dr. Johns, Dr. Pearce and Dr. Daniel have been approved to present two sessions at the upcoming SACSCOC Annual Meeting. Additionally, the College was selected as a resource college to conduct a roundtable session covering our successful Fifth-Year Review. The titles of the two presentations are:
 - Doing it with EEEE's: Engaging, Equipping, Encouraging, and Evolving the College Community for Success in Unprecedented Times
 - Teamwork Concepts Resulting in a Successful Fifth-Year Interim Report
- Audio Visual equipment has been installed in the 100/200 halls and in the 100 Building.
- Wi-Fi upgrades have been completed on the Griffin campus. Upgrades are nearing completion on the Flint River Campus.
- Implementation of our centralized printing plan has begun. The College is replacing desktop printers with larger printers located in key areas and will be using Papercut Software to monitor print jobs in an effort to save on paper and toner consumption.
- The 2022-2023 Smart Catalog is on track and will be published in January.
- Currently, the Division is working on the SACSCOC Prospectus for the Civil Engineering Technology program. It is due before December 31, 2021. Our plan is to submit this document by the end of November.
- Planning is underway for Degree Works training for Program Coordinators and Advisors.

6. Executive Vice President

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

- The Economic Development Division has served 45 companies and generated \$149,714 in revenue.
- The Division continues to offer "open" Industrial Systems classes on the Griffin Campus. Some of the companies include: Berry Global, Rinnai, Inline Plastics, Norcom, Silon, Certainteed, Dart, Interfor, and Vernay. These are open to up to ten students per class.
- OSHA 10 classes will be conducted for Sumika on November 15 and 17.
- CPR classes are scheduled for Perkins/Caterpillar in November.
- CDL Prep classes are scheduled on the Flint River Campus in November and December. Some of the clients include: Sidney Lee Welding, Southern Pride Tree Removal, Marely's Septic, and City of Griffin.
- A Driver's Education class is scheduled for late November at Ellis Crossing.
- Bonduelle (formerly Ready Pac) will have Electrical Control classes conducted at the plant in Jackson in January.
- U.S. Cold Storage located in McDonough will have Programmable Logic Controller classes at their plant in January.
- Leadership classes are scheduled for January on the Flint River Campus for Upson Regional Medical Center.
- Goodwill of North Georgia will have a Welding class on the Henry County Center in January utilizing one of the Technical College System of Georgia mobile Welding labs.
- The Division is currently working with the Atlanta Regional Commission, Henry County Development Authority, and Henry County Sheriff's Department on establishing a Welding program for inmates.

- Wellstar-Spalding has requested additional Certified Nurse Assistant cohorts for 2022.

K. PRESIDENT'S UPDATE

Board members should have received the *At A Glance* "brag" book that is similar to the Annual Report. This publication helps to tell the College's story and serves as a quick reference to many of the accomplishments for the year.

Included in the Board materials is an invitation to the groundbreaking ceremony for the Henry County Center for Education and Entrepreneurship on December 9, 2021 at 10:00 am. This Center once renovated will allow for College signage on Highway 81 and will include space for Economic Development as well as Culinary Arts baking program and café. Andy Welch and Brian Strickland will be in attendance and this will allow the College to thank them for their support of the project that resulted in funding for the purchase and renovation.

The Board materials also included an invitation to the upcoming graduation ceremonies on December 14. Please make plans to attend one or both of these ceremonies.

Information was provided in the Board materials regarding Board vacancies. The vacancies include Henry and Upson counties and next July, with Mr. McDaniel rolling off the Board, a vacancy for Butts County. Please be thinking about possible candidates to fill the vacancies. Dr. Thomas provided some possibilities for consideration. These include Larry Martin (Quad Graphics) for Upson County, Brandon Hutchison (Atlanta Motor Speedway) or Carolea Campbell (Courtyard Marriott) for Henry County, and Kay Pippin (retired Mayor) or Bob White (Butts County Development Authority) for Butts County. This information will be included in the continuity file being prepared for the next president of the College. Feel free to submit any other names for consideration.

A large part of the Facilities renovations this year includes the 500 Hall renovations on the Griffin Campus. This is what the College requested State funding to complete. This renovation will cost \$8 million to complete. It was not included in the top three projects to go to the Governor's budget but the System has Tier 1 and Tier 2 groups and this project is in the Tier 2 group. This means that any money that the Governor leaves on the table once his budget is determined, legislators can request for monies from that allotment. The College is hopeful that funding will be allocated in the next session for the 500 Hall project because there are some health and safety issues that need attention (e.g. ventilation and electrical issues).

A new renovated Esthetician lab has been completed on the Griffin Campus.

Cybersecurity is up and coming and the College has identified areas such as Supply Chain Logistics and eCommerce to expand or elevate in our service delivery area.

One of the challenges that the College is experiencing is keeping qualified faculty in Nursing programs. They can get paid a great deal more in the hospitals. The College is working with area hospitals to create partnerships wherein the hospitals provide instructors and students travel to the hospitals for training. The first pilot is with Piedmont Henry. Once all the details are finalized with the model, the College expects to expand to additional hospitals in the service delivery area. Discussions have included the hospitals offering scholarships to students where possible. This, in all likelihood, would

help in encouraging the students to stay and work with those hospitals after completion. Dr. Thomas expressed her appreciation for these partnerships to include Nursing, Practical Nursing, and Certified Nursing Assistant programs.

Dr. Thomas asked Board members to review the upcoming meeting and activities schedule of events that was included in the Board materials. Mr. Campbell reminded the Board that the decision has previously been made that Board meetings would be held in Griffin as the central location.

Plans are to provide a State of the College video or presentation prior to the end of the year. Dr. Thomas plans to provide an update to the College at the holiday luncheon. Board members are invited and we hope that you will be able to attend.

Dr. Thomas expressed her pride in the Southern Crescent Technical College team and thanked the Boards for their support of her and the College.

L. ADJOURN

The next Board of Directors meeting will be held on December 16, 2021 at 10:00 a.m. on the Griffin Campus. Mr. Campbell thanked the Board members and College for their support. There being no further business, the meeting was adjourned at 9:00 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary