



BOARD OF DIRECTORS MEETING
First Assembly of God Church Board Room
May 10, 2022
11:30 a.m.

MINUTES

Present:

David Campbell
Rebecca Hadley-Catter

Michael Powell (Webex)

Jeff Tarrant

Absent:

Erin Cook
Kyle Fletcher
Keith Gettinger

Roger McDaniel
John Rainwater
Keith Simmons

Chris Williams
Stone Workman

Staff Members:

Dr. Irvin Clark
Stacy Acey
Dr. Mark Andrews
Barbara Jo Cook

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

Anna Taylor
Kim Santerre

A. CALL TO ORDER

David Campbell called the meeting to order at 11:45 a.m. and welcomed everyone to the meeting. Since there was not a quorum present, Mr. Campbell requested that the agenda be modified to table any action items and move into the College reports.

B. APPROVAL OF AGENDA

Tabled.

C. APPROVAL OF MINUTES FROM LAST MEETING

Tabled.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

No new business.

F. COLLEGE REPORTS

1. Academic Affairs

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

- The Associate Degree Nursing program will hold their pinning ceremony on May 12 at Oak Hill Baptist Church. Thirty-seven individuals graduated from the program. These students will be testing soon, and entering into a workforce that is severely understaffed.
- All but two of our most recent Practical Nursing graduates have completed the National Council Licensure Examination (NCLEX). Currently our pass rate is 92%.
- Recently, the College hosted Georgia Trauma Skills Procedure Labs in the medical building. The Georgia EMS Association and the Georgia Trauma Skills Commission provided cadavers for the students to learn and practice trauma skills. Over 150 individuals participated in the lab, which was the largest event in Georgia this year. In addition to Nursing, EMS, and Respiratory students, a number of outside medical professionals also participated. The event was so successful that they have asked us to participate in the labs annually.
- The College's Dental Assisting program recently hosted an accreditation re-affirmation site visit from the Commission on Dental Accreditation (CODA). The program was found to be compliant in all areas. Some minor recommendations included having a licensed dentist as well as the dental assisting instructor review student radiographs before performing the procedure on a live patient, and rotating students in the lab differently to create more space.
- On May 5, the Horticulture program conducted the annual plant sale. As usual, the students produced some beautiful plants. This activity is a great learning experience for the students as it introduces them to the business aspect of horticulture.

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, 2021 through April 30, 2022 (FY2022). A financial overview and brief explanation of this statement includes:
 - The final budget is \$31,126,605.00.
 - FY2022 Current Year Revenue is \$26,954,508.87 less receivables (\$94,772.00) provides a total adjusted revenue of \$26,859,736.87. Revenue compared to budget is 86.46%. April 30 represents 83% of the fiscal year.
 - Comparative data for FY2021 current year revenue is \$23,654,205.42 as reported on April 30, 2021. The variance between FY2022 and FY2021 current year revenue is an increase of \$3,300,303.45 in reported revenue for FY2021. The cost of living adjustment along with the supplement account for the majority of the increase.
 - Actual Expenditures total is \$24,563,691.95 comprised of 86.49% in personnel expenses and 13.51% in operating expenses. Expenditures compared to budget is 78.79%.
 - Comparative data for FY2021 actual expenses is \$22,656,091.99 as reported on April 30, 2021. The variance between FY2022 and FY2021 actual expenses is an increase of \$1,907,599.96 for FY2022. The majority of the increase is due to the cost of living adjustment.
 - This financial statement indicates the College's current year (CY) funds available for this report is \$2,296,044.92. Prior year reserves less prior year outstanding receivables total

\$2,325,688.25. Current year and prior year total funds available for the period July 1, 2021 through April 30, 2022 is \$4,621,733.17.

- Comparative data for FY2021 total funds available as reported on April 30, 2021 was \$2,972,221.01; a \$1,649,512.16 increase in FY2021 reported total funds available.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

CARES Funding	Institutional*	Minority	Student
Grant Award to Date	\$15,819,937.00	\$1,510,433.00	\$11,614,016.00
Remaining Balances	\$7,465,031.73	\$8,676.25	\$3,824,402.72
Encumbrances	\$4,545,929.09	N/A	N/A
Grant Expiration Date	June 30, 2023	June 30, 2023	June 30, 2023
Last Day to Draw funds	October 30, 2023	October 30, 2023	October 30, 2023

*Balance of Institutional funds less encumbrances = \$2,919,102.64

- The approved fees for FY2023 were included in the Board materials. For Southern Crescent Technical College, there was a slight increase (total of \$25/student and \$2.50/transcript) in the following fees:
 - Campus Safety - \$35 (increased from \$25)
 - Facilities - \$55 (increase from \$45)
 - Registration - \$60 (increase from \$55)
 - Transcript - up to \$10 (increase from \$7.50; the entire System increased this fee.)
- The College has received a draft of the FY2023 funding allocation and Ms. Acey is pleased with the allocation thus far. Mr. Campbell inquired regarding strategies for possible enrollment drops and goal for carryover funds. The College can carryover 15% of specific local funds (i.e., tuition, technology fees). Bond funds and equipment refresh funding can be spent for up to five years. The goal for carryover funding is equivalent to two months of personnel costs.

3. Adult Education

Steve Hendrix was attending the EAGLE Conference but provided the following report on the Adult Education area as follows:

- Current adult education enrollment is 762.
- Current Measurable Skill Gain (MSG) percentage is 40.39%.
- Goals for the year are 1,200 enrolled students and a 51.6% MSG percentage.
- Seventy-four students have obtained a GED since July 1, 2021!
- During FY2022, 47 Adult Education students have applied to the College. Twenty-eight of those students have registered for classes.
- The Adult Education program is collaborating with Economic Development to offer a Manufacturing and Safety Essentials IET (Integrated Education and Training) to Adult Education students. Currently, three students have enrolled who will earn their Forklift, OSHA-10 and CPR/First Aid/AED certifications.
- Looking to get an IET approval for a Manufacturing Basics training that could lead students to credit programs.
- We need any help you can provide spreading the word about our GED/HiSET programs! COVID greatly impacted in-person classes and Mr. Hendrix's plea for assistance is due to wanting the College to be a leader in the state. Mr. Campbell requested that the College send

the Board members a 3-5 bullet list of talking points as well as educational level/salary correlation information to assist in making sure that Board members are able to provide consistent and correct information.

4. Institutional Advancement

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

- The Southern Crescent Technical College Foundation submitted a grant to the Price Gilbert Charitable Fund for \$30,000 to purchase and install SimCapture software in one simulation room in the ASN nursing simulation lab on the Flint River Campus. SimCapture is a turnkey audio/video software package that is used to record, play back and store nursing simulation activities, which will greatly enhance teaching activities in the lab. The manikins used in the lab were purchased through a previous USDA Grant. The Foundation received a check from the Price Gilbert Charitable Fund for \$10,000. At the next meeting of the Southern Crescent Technical College Foundation, the Trustees will vote to supplement the cost of the software for the ASN lab on the Flint River Campus.
- The Foundation and the Culinary Arts Advisory Committee hosted the 2022 Food and Wine Pairings event on April 21, 2022. Over 200 guests attended the event, and the event raised over \$35,000 for scholarships for Culinary Arts students. The hope is that the travel abroad program can start up again soon.
- During the professional development day at the College on April 14, 2022, the Foundation kicked off the FY 23 Internal Tiger Campaign. All full-time faculty and staff were randomly placed on a team for some spirited competition. Part-time employees were encouraged to participate. Currently, the members of the fifteen teams have pledged a total of ~\$49,000 for student scholarships. The College has the best internal campaign in the state.
- The Executive Committee and the Board of Trustees of the Foundation will meet on May 19, 2022. At that meeting, the Foundation will vote to transfer funds to the College earmarked for the Culinary Arts expansion project.
- Save the date for the upcoming golf tournament to be held on October 6 at The Club at Shoal Creek in Griffin.
- Ms. Cook concluded with a sincere thank you to the Board members for attending graduation, with a special thank you to Jeff Tarrant for being the keynote speaker, and for always saying yes when an ask is made.

5. Institutional Effectiveness, Information Technology and Curriculum Management

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

- The FY2023 Perkins Budget Proposal was submitted on May 2, 2022, totaling \$1,508,956. A breakdown of the request follows:

Books and Supplies	\$46,500
Contracts and Consultants	\$16,996
Equipment	\$362,992 (19 Programs Areas)
Personnel	\$1,058,315 (8 Student Affairs & 5 Academic Affairs)
Professional Development	\$9,725
Travel	\$14,428
- The fourth amendment to the FY22 Perkins Budget was submitted on April 29, 2022. This budget moves \$114,197 to equipment purchases in four program areas.

- The Perkin Internal Control Meeting was held virtually on March 28, 2022 and the College did not have any recommendations. The Technical College System of Georgia mentioned that they would like to use the College's model as best practices. In response to a request from Mr. Campbell, a brief summary of Perkins funding will be disseminated to the Board.
- The department has submitted the following grant reports to the Federal Government:
 - PBI Competitive Grant – Keen on Being Excellent (KOBÉ) - Interim 6-month Report
 - PBI Formula Grant – Equity from Start to Finish – Interim 6-month Report
 - Higher Education Emergency Relief Fund (HEERF) Annual Report; also known as CARES
- SACSCOC Accreditation: The Division is in the process of preparing documentation with four Substantive Changes. These include the relocation of the Fayette Center of Innovation to the Booth Middle School, closure of an outdated Technical Certificate of Credit in Networking, and two new programs. Various College departments are working on narratives for the 10-year reaffirmation. The QEP writing team will participate in an orientation to begin the process of developing the next QEP covering first-year experience.
- Approximately 100 laptops have been placed with faculty. All full-time staff and faculty are now equipped with a laptop docking station combo. Computers are on a three-year replacement plan that is managed by the Information Technology department.
- Helpdesk Statistics for April include 211 tickets received (an average of 7/day) and 81 people responded to satisfaction survey with 100% satisfaction rating.

6. Student Affairs

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

- Thanked Board members for support of the commencement exercises.
- Summer enrollment continues to increase with the enrollment currently at 2,930.
- Dr. Johns explained that job placement numbers would continue to increase as data continues to be entered until the reporting deadline of September 15.
- Financial Aid total funds disbursed to date for current aid year is \$21,443,123.33. This includes CARES funds. The College has \$2,300,000 remaining in the student portion of CARES funding and is developing a plan to expend the funds and help the most students possible.
- Students have enjoyed Spring Fling activities on the Flint River, Griffin, and Henry County locations with other upcoming events to include a Drive-In Movie Night and ice cream socials.

7. Executive Vice President

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

- The Economic Development Division has served 77 companies and generated \$376,252 in revenue.
- The Division is partnering with Adult Education on a two-week Industry Essentials Training on the Griffin Campus.
- Driver's Education classes started on May 7 on the Griffin Campus with 14 students enrolled.
- The Division is working with Standard Textile in Thomaston on Industrial Systems classes at the plant.
- Customer Service and Leadership classes were conducted in April for Hoshizaki at their plant in Peachtree City.
- Computer classes were held on the Griffin Campus for employees from Rinnai over a two-week span in April.

- The Division is partnering with Georgia Bone & Joint on Leadership classes that are being held at the Center of Innovation in Fayetteville.
- Certified Nurse Assistant classes are in progress on the Griffin Campus for employees from Wellstar/Spalding Hospital and Upson Regional Medical Center.
- The Division is working with Upson Regional Medical Center on a series of Leadership classes that will be conducted on the Flint River Campus in May and June.
- The 150-Hour Welding class at Spalding County Correctional Institute that began on March 7 will conclude by the end of June.
- The Division is working with area manufacturers in Butts County on an evening summer 100-Hour Welding class to be held at Jackson High School that will be for current employees of the companies participating. The hope is that there can be a credit class in the fall.
- The Division is also working with Griffin-Spalding Schools on a Manufacturing Basics Program for 2022 graduates that will begin in June on the Griffin Campus.

G. PRESIDENT'S UPDATE

- Dr. Clark thanked Board members for attending graduation ceremonies and the Board meeting today. Special thanks provided to Mr. Tarrant for speaking at the commencement and Jack Bowdoin, Chair of the Foundation, for his continued support.

H. ADJOURN

Mr. Campbell expressed his appreciation to the Board for their support and looks forward to working with Dr. Clark as President of the College. The next Board meeting will be held in person on June 15, 2022 at 7:30 a.m. on the Griffin Campus. There being no further business, the meeting was adjourned at 12:40 p.m.

Dr. Irvin T. Clark III, Executive Secretary