



BOARD OF DIRECTORS MEETING  
Griffin Campus/Webex  
December 15, 2022  
10:00 a.m.

MINUTES

Present:

David Campbell  
Erin Cook  
Kyle Fletcher

Keith Gettinger (Webex)  
Rebecca Hadley-Catter  
Michael Powell

John Rainwater  
Keith Simmons  
Stone Workman

Absent:

Jeff Tarrant

Chris Williams

Staff Members:

Dr. Irvin Clark  
Stacy Acey  
Dr. Chris Daniel  
Steve Hendrix

Dr. Xenia Johns  
Donna Lackey  
Dr. Steve Pearce  
Kimberly Register

Anna Taylor  
Kim Santerre

Guests:

Dr. Kudiratu Clark

**A. CALL TO ORDER**

David Campbell called the meeting to order at 10:10 a.m. and welcomed everyone to the meeting.

**B. APPROVAL OF AGENDA**

Michael Powell made a motion to accept the agenda as presented, Erin Cook seconded, and the Board voted unanimously to accept the agenda.

**C. APPROVAL OF MINUTES**

Ms. Cook made a motion to approve the minutes of the November 16, 2022, meeting as presented in the Board materials, Stone Workman seconded, and the motion was unanimously approved.

**D. OLD BUSINESS**

No old business.

**E. NEW BUSINESS**

1. Nominating Committee Update

As Chair of the Nominating Committee, Mr. Powell mentioned that the Board of Directors has three vacancies (Fayette, Henry, and Upson) and requested that Board members provide any suggestions

to the Nominating Committee for consideration. David Campbell asked the Board to give this some thought and work to fill these vacancies early in 2023.

Mr. Powell discussed the need to fill the Vice Chair-Elect position and discussed Mr. Workman's eligibility. After a brief discussion, Mr. Powell made a motion to nominate Stone Workman as Vice Chair-Elect, Kyle Fletcher seconded, and the motion was unanimously approved.

## 2. Recognition

Dr. Clark asked Dr. Pearce to join him at the head of the table. Dr. Clark acknowledged Dr. Steve Pearce for over 20 years of service in technical education and four years at the College. Dr. Clark reviewed some of the outstanding accomplishments of Dr. Pearce's tenure and thanked him for his service to the College as well as the state. Dr. Pearce thanked Dr. Clark for his kind comments and the Board for the support that they have provided over the years. Mr. Campbell expressed that it has been a pleasure to work with Dr. Pearce over the last 4.5 years and thanked him for all he has done for the College.

## F. COLLEGE REPORTS

### **Academic Affairs**

Kimberly Register reported on the Academic Affairs area as follows:

#### Distance Education

- Produced College wide Videos (Drone Program video, EAGLE Winner's video, and the Equity From Start to Finish video)
- Developed the online graduation workshop for the Registrar
- Developed the online GED workshop for Adult Education
- Coordinated the 2022 and 2023 Rick Perkins Award process and events
- Presented at the 2022 TCSG Leadership Summit - Blackboard Enterprise Surveys (presented to the Institutional Effectiveness Group)
- Served on the Institutional Effectiveness Team to help develop the 2022 College Professional Development plan
- Conducted five Professional Development sessions at the 2022 College Professional Development Day
- Joined Quality Matters (QM), a global organization that recognizes online learning importance
  - Jennifer Edwards completed the QM Coordinator Training
  - Jennifer Edwards, Amy Mays, Billy Elliott, and Mark Avery will complete the Applying the QM Rubric Training course
  - Jennifer Edwards and Billy Elliott will complete the QM Peer Reviewer Course and become certified peer reviewers from QM
- Developed, coordinated, and conducted the 2022 Adjunct Professional Development Night
- Participated in Global Accessibility Awareness Day (GAAD) and placed fifth out of 173 Colleges globally ([GAAD/FYCD Leaderboard 2022](#))
- Maintained a 97% Accessibility score for all Blackboard classes
- Conducted multiple, remote faculty workshops for Blackboard
- Conducted Program Coordinator Training for Advisory document submissions

#### Tutoring Center (under the supervision of Lori Pitts)

- Facilitated 1,628 tutoring sessions for 366 SCTC students in AY2022
- Increased Tutor.com student usage by 40.6% from AY2021 to AY2022 (359 sessions for AY2021 vs. 604 sessions for AY2022). Ms. Register stated that the College strongly encourages student

usage. Students can log in through Blackboard, the online Learning Management System for all courses, and the Tutor.com site provides tutoring in all program areas.

### Library

- This year Library Services hosted six virtual sessions of Living Room Conversations with excellent feedback exceeding the proposed student learning outcome averaging at a 100% participant satisfaction rate. Living Room Conversations (LRC) provides a guided method for diverse members of a community to engage in intentional conversation about specific and impactful issues.
- Expert Librarians delivered over 40 library instruction workshops instructing students on how to navigate through GALILEO (Georgia's virtual library) which provides access to over 100 databases indexing thousands of periodicals, scholarly journals and more. Because the librarian has delivered proficient library instruction to students, library services exceeded the yearly student learning outcome goal of 1% to 75.18%.
- The Page Turners Book Club that originated at the beginning of this year started out with 12 members including only SCTC faculty, staff, and students. Throughout the course of the year with adamant marketing and advertising, the book club now has over 50 members including parents and community partners. The book club hosts meaningful and effective book talks covering various topics offering an opportunity for in-depth discussions outside of the classroom.
- The library partnered with the Alzheimer's Association hosting a three-part virtual workshop, "Understanding Alzheimer's" covering topics such as risk factors for Alzheimer's, general stages of the disease, and current research for Alzheimer's treatments. With over 75 participants virtually tuned in, this workshop provided an educational awareness opportunity for all participants, especially students matriculating in allied health.

### Academic Affairs

- The new Civil Engineering AAS degree has been approved by SACSCOC for the spring 2023. The College is actively recruiting faculty for this program. This program will be based on the Flint River Campus.
- Peterbilt of Atlanta held a hiring event at the Butts County Center on November 29. There were 18 students attend and interview for U.S. DOL Diesel Mechanic Apprenticeship. Peterbilt has since selected five SCTC students for this opportunity. John Rainwater's son, a graduate from Southern Crescent Technical College, has now been employed with Peterbilt for a year.
- The College is working with the Technical College System of Georgia and Atlanta Gas Light Company to develop a one semester Technical Certificate of Credit for a Natural Gas Technician program to be taught at the Henry County Center. College representatives will tour their facility in the spring 2023 to better determine their needs and get input on this new certificate program.
- The College participated in the Newton County College and Career Academy Tools and Trades Event. Automotive, Diesel and Industrial Systems were represented. Students spoke to faculty about the programs and careers in the trade fields represented.
- SCTC will be starting a Criminal Justice program in the evenings in Fayette beginning in the spring 2023 for Minimester 2. Students can obtain the Criminal Justice Fundamentals Technical Certificate of Credit in the Minimester and take two more courses in the summer term to complete the Criminal Justice Specialist Technical Certificate of Credit. These certificates are part of the Criminal Justice Diploma or Degree pathway. The College will target incumbent workers.
- The new Associate of Science Nursing (ASN) cohort that will begin in spring of 2023 includes 35 students at the Henry County Center and 25 at the Flint River Campus. The program had over 330 competitive applications. The College's program draws students because the NCLEX pass rate is so high. The College is looking to expand (i.e. evening program) but clinical space is a limitation. Piedmont Henry provides the College with two faculty each semester and the College is exploring opportunities with other hospitals to adopt the scenario of providing clinical faculty.

- Haley Brown, Practical Nursing Student in 2022 Cohort, received Daisy Award from Wellstar Spalding. She is the first Nursing student to win this award.
- Five ASN students were nominated for the GOAL award. All five of those students advanced to the dynamic dozen round. Three of these students have advanced to the Final Four with one ASN student being named the College winner - Jacob Johnston.
- Nursing students have been assisting with the Spalding County Pickleball Association with their tournaments. The Spalding County Pickleball Association is donating a scholarship for Nursing students. This is their fourth year donating to this scholarship. The check presentation was on December 8.
- ASN assisted with the Flu clinic and administered over 500 vaccines at the Spalding County Health Department in November 2022.
- Cardiovascular Technology has had five students take and pass the Registered Cardiovascular Invasive Specialist (RCIS) exam this month. There are four remaining to test. This is the first cohort to test prior to graduation.

### 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, 2022 through November 30, 2022 (FY2023). A financial overview and brief explanation of this statement includes:
  - The final budget is \$32,354,988.00.
  - FY2023 Current Year Revenue is \$14,042,145.78. Revenue compared to budget is 43.40%.
  - Comparative data for FY2022 current year revenue is \$13,630,293.48 as reported on November 30, 2021. The variance between FY2023 and FY2022 current year revenue is an increase of \$411,852.30 in reported revenue for FY2023.
  - Actual Expenditures total \$12,562,470.90 and is comprised of 85.99% in personnel expenses and 14.01% in operating expenses. Expenditures compared to budget is 38.83%. Facilities & Operations is spending more this fiscal year. The College is working to spend down carryover funds as recommended by the State.
  - Comparative data for FY2022 actual expenses is \$11,320,168.42 as reported on November 30, 2021. The variance between FY2023 and FY2022 actual expenses is an increase of \$1,242,302.48 for FY2023. This is due to an increase in personnel, slightly over \$1.1 million, (~\$567,000 resulting from the \$5,000 raise for 270 employees). Operating had an increase of \$121,000.
  - This financial statement indicates the College's current year (CY) funds available for this report is \$1,432,708.94. Prior year reserves less prior year outstanding receivables total \$4,879,234.13. Current year and prior year total funds available for the period July 1, 2022 through November 30, 2022 is \$6,311,943.07.
  - Comparative data for FY2022 total funds available as reported on November 30, 2021 was \$4,412,306.71. This is an increase of \$1,899,636.36 in FY2023 reported total funds available and mainly a result of an increase in prior year carryover/reserves.
- 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	\$5,848,192.15	\$0	\$561,333.34
Encumbrances	\$3,711,436.19	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 = \$2,136,755.96

- Ms. Acey stated that the College is working hard to expend the remaining funds by June 30, 2023 to allow time to draw down funds prior to the deadline. Keith Gettinger inquired if extensions are given across the board or by request. Previously, the College requested an extension but then extensions were given across the Board. None of the technical colleges have applied and been approved for an extension at this time.
- Mr. Campbell inquired about state allocations. Ms. Acey explained that state allocations are provided monthly through the Technical College System of Georgia at a rate of 1/12 of the annual allocation. Federal Work Study and Adult Education reimbursement is requested from the Technical College System of Georgia as expended.
- Mr. Rainwater inquired about the spreadsheet provided to the Board. Ms. Acey explained that the form was developed internally. Discussion included that the spreadsheet shows fund accounting versus income and balance sheet. Mr. Campbell thanked Ms. Acey for her report.

#### **Adult Education**

- The Division has received the FY2023 Goals:
  - Enrollment – 1239; current enrollment is 671
  - Measurable Skill Gain (MSG) Percentage – 49.8%; current MSG percentage is 33.23%
  - Integrated Education and Training (IET) Participants – 35
  - High School Equivalency (HSE) – 165; 62 students have obtained their HSE in FY2023
- The Adult Education Division was part of an Open House at the Henry County Center on December 1, 2022 and 10 individuals showed interest in the program.
- The Adult Education Division is looking for companies to participate in an Industrial Maintenance or Welding Apprenticeship program where students will work on earning their GED/HiSET, gain valuable work skills, and perform a job at the same time. Mr. Hendrix asked the Board to let him know if they know of companies that would need apprenticeships.
- The Adult Education program collaborated with Economic Development to offer a Forklift, CPR/First Aid/AED, and OSHA-10 training IET to four Adult Education students in December and the College is assisting them with finding employment with these new skills. The Division is looking at expanding into the hospitality field.
- The Pearson Vue Testing Center at the Henry County Center has been approved. GED testing can now be conducted at the site.
- Ms. Tiffany Hooten has been selected as our EAGLE representative. This award is given to the outstanding student for the Adult Education Division. Mr. Powell coordinated a speaking engagement for Ms. Hooten on December 1 wherein she received a standing ovation from the attendees.
- Flint Energies has donated \$3,344 towards GED scholarships.

#### **Economic Development**

- The Economic Development Division has served 39 companies and generated \$229,000 in revenue to date in FY2023. This is an increase of \$46,000 over last year at this time. The Division reports quarterly to the Technical College System of Georgia on benchmarks.

- The Division hosted Rockwell Automation skills training November 29-December 2 with a full class of 12 participants from three Spalding County companies. This training was funded by WIOA Three Rivers as part of the Incumbent Worker Training (IWT) program.
- A new Rockwell Automation series will be initiated Spring, 2023 at the Henry County Center as well as the Fayette County Center.
- The College and participating Apprenticeship companies were recognized by the Technical College System of Georgia in Macon on November 16 for registered apprenticeships awarded as part of the Georgia High Demand Career Initiative (HDCI) program.
- Recruitment of additional Apprenticeship participants continues across the service delivery area. The participants being recruited are incumbent workers in the existing industries, current credit students, and dual enrolled students in the college and career academies.
- The Economic Development Division is coordinating with Logistics/Supply Chain faculty (Academic Affairs) to initiate a Registered Apprenticeship model for Henry County industries to begin Spring, 2023. The goal for the apprenticeship programs is to lead these individuals from non-credit to credit programs.
- Industrial Maintenance training for Standard Textile in Upson County has been approved for IWT funding and will begin in late December.
- Donna Lackey and Dr. Clark began meetings with local communities to develop Small Business Innovation Hubs in each of the SCTC locations.
- Continuing Education provided testing services in Health Education Systems, Inc. (HESI), WorkKeys, Pest Control, and Commercial Truck Driving.
- Excel Series training was conducted at the Griffin campus.
- Economic Development continued to work with Academic Affairs' Allied Health Department in Nurse RN and LPN Re-Entry training. This training continues to grow exponentially. This program is for nurses that have let their licenses lapse.
- Leadership Skills training was conducted for Caterpillar, Georgia Bone & Joint, and 1888 Mills. The Division is currently having these training courses updated in response to surveying companies that have participated in recent training programs.
- The Division is developing a training series in Coding and Basic Engineering to be offered at the Jasper County Center in Spring 2023.

### **Institutional Advancement**

Ms. Cook provided the following report in the Board materials due to the Southern Crescent Technical College Foundation meeting being conducted simultaneously:

- The President's One Percent Club members toured the Jimmy Carter Presidential Library and Museum and the Dr. Martin Luther King Center for Nonviolent Social Change on Tuesday, November 22, 2022. For lunch, the One Percent Club members enjoyed their favorite selections from The Varsity. The One Percent members are employees who have donated one percent of their salaries toward student scholarships.
- The Foundation sponsored A Day of Giving on November 29, 2022; this day is also the National Day of Giving. The National Day of Giving takes place on the Tuesday after Thanksgiving, which occurs every fourth Friday of November. It was created in 2012, also known as Giving Tuesday or the Global Day of Giving, follows three major shopping days: Black Friday, Small Business Saturday, and Cyber Monday. The National Day of Giving was created to unleash the power of generosity by giving to those in need or charities. Non-profits and charitable organizations usually participate in the day to run end-of-year fundraising campaigns. Giving Tuesday is a global movement observed in most countries. The goal for A Day of Giving for the Foundation was \$2,000, and the Foundation raised \$2,100.

- The Foundation awarded 79 scholarships totaling \$39,550 for students enrolled in the College for Spring Semester 202314. Of these scholarships, the Foundation awarded 35 internal scholarships totaling \$12,000. Internal scholarships are funded through the SCTC faculty and staff primarily through monthly payroll deductions to the Internal Tiger Campaign. In addition, the Foundation awarded 44 external scholarships totaling \$27,550. External scholarships are funded through contributions from business partners, foundations, and generous donors within our service delivery area, as well as from SCTC faculty and staff for program-specific scholarships not included in the Internal Tiger Campaign.

**Institutional Effectiveness, Curriculum Management, and Information Technology**

- The College has received approval from SACSCOC for the Civil Engineering Technology Program.
- Dr. Trina Boteler, the external reviewer, has reviewed 97% SACSCOC narratives. Her responses are minimal and she stated that the College is in good shape with the compliance document and supporting documentation.
- The Quality Enhancement Plan (QEP) writing team is continuing their work and has talked with our external reviewer. The team will submit a framework outline for review. Working title is Reimagining the First Year Experience for the 21<sup>st</sup> Century Student (Tiger FYE). Deadline is in September.
- The Smart Catalog updates are underway. The 2023-2024 catalog will go live January 3, 2023.
- PBI Formula and Competitive Grants – both grants are focused on increasing African American male enrollment:
  - Year One: Coordinated the logistics of the End-of-Year Visit for each PBI Grant and co-facilitated with the External Evaluator, November 29-30, 2022
  - PBI Formula Grant: Grant Goal – Enhance institutional services; the renovation of the student lounge area is underway. The outfitting with new student workstations is scheduled for December 20. The ribbon cutting is scheduled for January 12, 2023. The College will receive a minimum of \$250,000 for the next three years. This grant is geared to increase African American male enrollment in the Welding, Industrial Systems, and Machine Tool programs.
  - PBI Competitive Grant: Grant Goal – The AVID Student Success Initiative Kickoff is slated for January 12, 2023. The faculty and staff will participate in professional development. “AVID provides more than just a training and a few classroom resources. AVID provides schools a direct line of support to regional teams, data tracking, planning guides, and self-assessments to help schools measure their success and refine their approach. AVID empowers schools to create change in a way that is sustainable, measured, and responsive to campus needs.” This grant will assist in providing wrap around services for African American male students to assist in their success. African American male enrollment has increased from 11% to 13% of the College’s total enrollment in the first year.
- The IT department has installed two audio/visual systems in classrooms in the Medical Building.
- Sixteen new computers have been purchased for Economic Development purposes.
- New laptops have been purchased for the Mechatronics program in Butts County and new WiFi has been installed at that location.

**Student Affairs**

Enrollment	
Summer 2022	Summer 2021
2,823	2,810

Dual Enrollment	
Summer 2022	Summer 2021
244	186

Fall 2022	Fall 2021
5,026	4,996
Spring 2023	Spring 2022
4,236 (increase of 7.9% above this time last year)	4,938

Fall 2022	Fall 2021
1,277 (increase of 47.5%)	866
Spring 2023	Spring 2022
1,366 (increase of 53% above this time last year)	1,039

Credit Hours	
Summer 2022	Summer 2021
18,938	19,183
Fall 2022	Fall 2021
41,881 (increase of 3.8%)	41,340
Spring 2023	Spring 2022
34,133	39,245

Job Placement	
AY2021 In-Field	AY2020 In-Field
91.1%	90.3%
AY2021 Total	AY2020 Total
99.5%	99.4%

Graduate Reporting Final Numbers	Academic Year 2022	Academic Year 2021
Unduplicated Awards (#3 in the System; 1.7% increase)	2,830	2,784
Duplicated Awards (#3 in the System; 7.6% increase)	4,890	4,545
Graduation Rate	83%	79.5%

### Financial Aid Report

CARES funds disbursed to date: \$12,563,115.66

Remaining CARES funds: \$561,333.34

Total aid disbursed to date for 2022-2023: \$9,671,161.79

### Student Life

December 1, 2022 - Student Government Association (SGA) Meeting

December 1, 2022 - Holiday Celebration Henry County Center

December 5, 2022 - Holiday Celebration Butts County Center and Flint River Campus

December 6, 2022 - GOAL Student 2022-2023 Announcement-Jacob Johnston-ASN student

December 6, 2022 - SCTC Basketball Spirit Night - SCTC vs Southern Basketball Academy

December 8, 2022 - Holiday Celebration - Griffin Campus

December 10, 2022 - Hometown Christmas Parade - SCTC students will participate

December 13, 2022 - President's List Reception - Griffin Campus Event Center

December 19-January 3 - Student Holiday Break

December 23-January 2 - College Closed



- The basketball team is performing well and have won more games than they lost. A new women's coach has been hired to assist in rebuilding that program. Dr. Johns thanked Dr. Simmons for allowing the College to continue to utilize the Taylor Street gym.
- Mr. Rainwater reiterated the importance of dual enrollment as it allows students to obtain up to 30 credit hours while still in high school. Ms. Cook also provided a testimony supporting dual enrollment. Rebecca Hadley-Catter mentioned that dual enrollment might also assist students in competing for admission at other colleges at a sophomore level. There is also GEER funding to support CNA dual enrollment. Dr. Johns wished everyone happy holidays and expressed her thanks for the support received from the legislators.

#### **G. PRESIDENT'S UPDATE**

- Dr. Clark introduced his wife, Dr. Kudiratu Clark, and thanked her for joining the meeting today and for planning to assist with serving the staff for the holiday lunch today.
- Dr. Clark thanked everyone for the reports today and the great work being accomplished.
- Dr. Clark is hopeful that the College's social media and his monthly reports provide good information for the Boards allowing you to gain insight into the operations of the College. This information is meant to provide awareness of the stakeholders that are being engaged to champion the message of technical education, economic development, and adult education in order to build partnerships and create philanthropic support opportunities. Dr. Clark continues to meet and listen to industry partners and other stakeholders in all eight of the service delivery area monthly.
- Dr. Clark mentioned that the College continues to work to develop a new strategic plan and thanked all those that participated in the recent strategic planning session. Work will continue over the next few months and the expectation is to finalize the new plan by mid to late 2023.
- There is a joint Board meeting coming up in February. It is important to get full participation from the Board of Directors because discussions will include current issues of the College, proactive thinking on supporting the institution, strategic planning, and a State of the College address to include Dr. Clark's vision for the College.
- The College is in the middle of preparing documentation for submission to SACSCOC for the Ten Year Reaffirmation process. The documentation is due March 15. Accreditation is tied to financial aid so it is important that this process go smoothly. The on-campus visit will be in October.
- The College's Professional Development Day is scheduled for March 30. Mitsy Fernandez (Georgia Power) and Colin Martin (Fayette County Chamber) are speakers during the day. Ms. Fernandez will be able to provide a national/state level perspective and Mr. Martin will provide a local perspective.
- Dr. Clark wished the Board happy holidays and a merry Christmas and welcomed the Board to join the staff for a holiday luncheon and program.

#### **H. ADJOURN**

Mr. Campbell asked for the dates for the strategic planning sessions upcoming. Board training has been scheduled for February 15 at 11:00 am. Mr. Campbell thanked Dr. Clark. The next Board meeting will be held on January 18 at 7:30 a.m. There being no further business, the meeting was adjourned at 11:35 a.m.