



**BOARD OF DIRECTORS MEETING**

Webex

April 19, 2023

7:30 a.m.

**MINUTES**

**Present:**

David Campbell  
Pete Garrett  
Keith Gettinger  
Rebecca Hadley-Catter

John Harkness  
Michael Powell  
John Rainwater  
Keith Simmons

Jeff Tarrant  
Chris Williams  
Stone Workman

**Absent:**

Erin Cook

Kyle Fletcher

**Staff Members:**

Dr. Irvin Clark  
Stacy Acey  
Cherryl Burks  
Barbara Jo Cook

Steve Hendrix  
Dr. Xenia Johns  
Kimberly Register  
Stephanie Rogers

Alan Stanfield  
Anna Taylor  
Kim Santerre

**Guest:**

Jacob Johnston

**A. CALL TO ORDER**

David Campbell called the meeting to order at 7:38 a.m. and welcomed everyone to the meeting.

**B. APPROVAL OF AGENDA**

Keith Gettinger made a motion to accept the agenda as presented, John Harkness seconded, and the Board voted unanimously to accept the agenda.

**C. APPROVAL OF MINUTES**

Michael Powell made a motion to approve the minutes of the March 15, 2023, meeting as presented in the Board materials, John Rainwater seconded, and the motion was unanimously approved.

**D. OLD BUSINESS**

No old business.

**E. NEW BUSINESS**

Mr. Campbell welcomed Pete Garrett as the newest member of the Southern Crescent Technical College Board of Directors.

The 2023 GOAL winner presentation was tabled as Jacob Johnston was having connectivity issues.

#### Nominating Committee Update

As Chair of the Nominating Committee, Mr. Powell provided the following updates:

- Erin Cook has been submitted for reappointment for a third term.
- Kyle Fletcher and Keith Gettinger will be completing their second terms in June and will not be reappointed at their request due to both personal and professional priorities. Both Ms. Fletcher and Mr. Gettinger will be good stewards and make recommendations for replacements. The College and Mr. Powell plan to continue working relationships into the future.
- There are currently two vacancies that need to be filled on the Board of Directors (Fayette and Henry). After June, the positions will be vacant in Spalding and Upson as well. Mr. Powell requested that Board members provide any suggestions to the Nominating Committee for consideration.

Mr. Campbell thanked the departing Board members for their service. They have been very participative and Mr. Campbell stated that he appreciates all they have done. He stated for these Board members to not hesitate to reach out if we can be of service.

## F. **COLLEGE REPORTS**

### **Academic Affairs**

Kimberly Register reported on the Academic Affairs area as follows:

#### Tutoring and Mentoring Center

- The Tutoring and Mentoring Center has experienced a 57% increase in tutoring sessions for Spring semester 2023 thus far. The total number of tutoring sessions for Fall 2022 was 582. Our total number of tutoring sessions for Spring 2023 as of today is 913 with 4-5 more weeks to go!
- There is a 19% increase in Tutor.com usage by SCTC students this semester as compared to Fall semester. Students are definitely utilizing academic support services in order to achieve academic success!

#### Library Statistics

Service	Location		
	Flint River	Griffin	Henry
Door Counts	785	2862	350
Computer Usage	41	248	60
Instruction Sessions	0	0	0
Reference	12	60	21
Directional	4	11	5
Computer Assistance	14	31	36
Virtual Chats	0	0	3

- Library Services hosted several webinars last month! In celebration of National Credit Education Month, a webinar titled "Credit Crunch," and was presented by Brandy Bailey of United Bank. Trivia Thursday's also took place in partnership with the Griffin-Spalding County Library and their participation in the National Education Association's Big Read program. Thanks to the Griffin-Spalding County Library, the College was able to offer seven copies of the book, *Circe*, as prizes to

the seven highest-scoring players. The books were included with prize bags, along with SCTC and Griffin-Spalding County Library promotional items and of course, candy. There were 14 participants for the game. In recognition of Women's History Month and World Poetry Day, librarians hosted a Poetry Potluck where participants shared their personal poetry while discussing women's issues and experiences. Other programming for the month of April include financial awareness programs during the national initiative Money Smart Week.

- Next week is Money Smart Week which is an initiative by the Federal Reserve Bank to educate people about the importance of financial literacy. The library will be hosting the following programs next week:
  - Tuesday, April 18th at 2:00 p.m. *Common Cents*-- Presented by United Bank. Join us for an intro to basic financial literacy and banking!
  - Wednesday, April 19th at 2:00 p.m. *Lending for First Time Homebuyers* -- Presented by Sabine Kassahn from Supreme Lending
  - Thursday, April 20th at 2:30 p.m. *Dealing With Debt*-- with the Greater Urban League of Columbus

All programs are virtual! More information about the programs and access links are posted on our social media. Participants can also call the library for more information.

#### Distance Education

- Conducted two professional development sessions on March 30 on Blackboard Tools and Course Design.
- Maintained a 98% course accessibility score for Spring 2023.
- Answered 68 helpdesk tickets since April 1st.
- Completed Quality Matter's course - Exploring Your Institution's Policies.
- Worked with Student Affairs to deliver in the summer term, Student Title IX Training, through Blackboard.
- Assisted the Registrar's Office with the Online Graduation Workshop.

#### Program Updates

- The Food and Wine Pairing event sold out in two weeks with over 225 reservations! Since 2015, the Culinary Arts program and advisory committee has raised over \$200,000 in student scholarships. Three Culinary students have recently returned from a study abroad program in Kendal, United Kingdom. Two students are planning to return this summer to the Lake District, United Kingdom in an apprenticeship.
- The Paralegal Program Advisory Committee members and other attorneys/paralegals are going to start coming to talk to the students at least once a month beginning with the summer semester to connect them to industry. Currently working on apprenticeship opportunities with the Paralegal program.
- Computer Information Systems continued work on revising and editing the FinTech Diploma for the Technical College System of Georgia.
- Future Business Leaders of America (FBLA) Collegiate members attended the State Leadership Conference March 31-April 2 in Atlanta. Their hard work and dedication coupled with commitment to their education paid off:

Ai' Jona Perry	Kemlynn Jean-Pierre	Elijah Murphy
1 <sup>st</sup> place Social Media Marketing	4 <sup>th</sup> place Management Concepts	3 <sup>rd</sup> place Organizational
3 <sup>rd</sup> place Emerging Business Issues	4 <sup>th</sup> place Organizational Behavior	Behavior & Leadership
2022-23 State Officer Award	& Leadership	
Who's Who Award		

- The Associate of Science Nursing program will have 41 students (25 from the Henry Campus and 16 from the Flint Campus) to graduate at the end of Spring Semester 2023. Both programs have received initial accreditation through Accreditation Commission for Education in Nursing (ACEN). The next site visit will occur in 2027. The Interim Dean of Allied Health and Paramedicine attended the ACEN Conference and Program Manager workshop.
- Jacob Johnston, 2023 SCTC GOAL winner, will be attending the GOAL competition at the state level on April 24-27.
- Practical Nursing program current board pass rate from the Fall 2022 cohort is 100%. Students are assisting in the community gaining clinical leadership hours through pickleball tournaments, blood drives, Team Fortify (helps foster children), etc.
- For the Central Sterile Processing program, the planning process has begun to renovate the old Pharmacy Tech lab for the new Endoscopy Reprocessing Technician (ERT1) program to begin in the fall 2023.
- The Medical Assisting program current board pass rate is 100%. This program has an upcoming *Commission on Accreditation of Allied Health Education Programs (CAAHEP)* Accreditation site visit on May 20-21.
- EMS/Paramedicine program will expand to Lamar County High School for Fall. Perkins money will be utilized to purchase a new ambulance simulator for the program at the Fayette County Center.
- The Dental Assisting program is awaiting the response for the reaccreditation of the program from the Commission on Dental Accreditation. Dental assistants in the state of Georgia do not need to take the National Board, as it is not mandatory in this state to be employed. For this next graduation in May 2023, the College will be graduating 13 students who will obtain the Diploma plus two completion documents (Radiology and Expanded Duties).
- The National Board for Respiratory Care (NBRC) has awarded four students from SCTC Respiratory Care Program \$500 each to help with student tuition books and supplies. The Commission on Accreditation for Respiratory Care (CoARC) recently conducted a ten-year reaccreditation site visit. As a result, the Respiratory Program was approved for ten more years with the site visit team finding no citations. Current pass rates are currently around 90% from the fall graduating cohort.
- The Cardiovascular Technology program pass rate on National Registry exam has improved to 92%. Cardiovascular instructors will attend a Cardiovascular Educator Conference on April 21-22 for program accreditation.
- The Nurse Aide program will be expanded to the Jasper County Center for Fall. The College has received three hospital beds from Augusta Tech. Two of the beds will be utilized in the Nurse Aide lab at the Jasper County Center and the other bed will go to Fayette County Center.
- The Industrial Systems Mobile Training Lab was taken to Jackson High School in Butts County for a Dual Enrollment recruitment event. Over 50 students toured the trailer and were encouraged to enroll into the Fall 2023 Industrial Systems, Mechatronics, and Automated Manufacturing classes.

#### Apprenticeship Awards:

- Emerald Transportation Solution has been approved to be awarded the U.S. Department of Labor (USDOL) Registered Apprenticeships, Technical College System of Georgia High Demand Career Initiative (HDCI) Grant. This grant is for a three-year Academic Affairs for Credit Apprenticeship (AACA) for six Refrigeration Mechanic USDOL Apprenticeships (\$10,000 per apprentice for a total of \$60,000).
- The following Technical College System of Georgia USDOL Registered Apprenticeships for Economic Recovery (AER) Grants have been approved (totaling \$136,400):
  - Brightmoor - Nurse Assistant Certified for ten registered apprenticeships (\$4,400 for each apprentice; AACA)
  - Knapheide Truck Equipment Center - Welder, Arc for one registered (\$4,400; AACA)

- Lineage Logistics, LLC - Logistics and Distribution (Dock Worker) for five registered apprenticeships (\$4,400 for each apprentice; AACA & Economic Development Non-Credit Apprenticeship (EDNCA))
  - Wellstar Spalding Regional Hospital - Nurse Assistant Certified for 15 registered apprenticeships (\$4,400.00 for each apprentice; AACA)
- Michael Powell inquired regarding funding for the apprenticeships. Mr. Campbell indicates readiness for students to move from classroom into apprenticeships.

### 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 March 31, 2023 (FY2023). A financial overview and brief explanation of this statement includes:
- The final budget is \$32,444,988.00. Budget amendment for three funding sources under the local programs section of the statement of funds (miscellaneous revenue, application fee, and continuing education).
  - FY2023 Current Year Revenue is \$24,012,393.96. Revenue compared to budget is 74.01%.
  - Comparative data for FY2022 current year revenue is \$23,456,576.47 as reported on March 31, 2022. The variance between FY2023 and FY2022 current year revenue is an increase of \$555,817.49 in reported revenue for FY2023. The College collected more in State funds (\$1.4 million) and federal funds (\$115,400) and collected less in local funds (\$966,800). The College paid more balances with CARES funding.
  - Actual Expenditures total is \$22,485,151.91 comprised of 85.74% in personnel expenses and 14.26% in operating expenses. Expenditures compared to budget is 69.30%.
  - Comparative data for FY2022 actual expenses is \$20,685,222.57 as reported on March 31, 2022. The variance between FY2023 and FY2022 actual expenses is an increase of \$1,799,929.34 for FY2023. There was a \$1.6 million of increase in personnel costs with approximately \$1.5 million resulting from the \$5,000 cost of living adjustment (COLA) with fringe. There was also an increase of \$201,977.14 in operating costs.
  - This financial statement indicates the College's current year (CY) funds available for this report is \$1,504,943.30. Prior year reserves less prior year outstanding receivables total \$5,033,638.18. Current year and prior year total funds available for the period July 1, 2022 through March 31, 2023 is \$6,538,581.48.
  - Comparative data for FY2022 total funds available as reported on March 31, 2022 was \$5,736,006.75, an increase of \$802,574.73 in FY2023 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 (G5)	\$3,001,444.73	\$0.00	\$232,952.87
Encumbrances	\$1,601,668.67	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 = \$1,399,776.06

- Ms. Acey stated that the College is working hard to expend the remaining funds by the end of the fiscal year. Ms. Acey plans to apply for a one-time, no cost extension for the institutional grant funds which means that grant would expire June 30, 2024. This extra time will allow for encumbrances to be paid and the draw down in the next fiscal year. Mr. Campbell asked what items were encumbered. Most of the encumbrances fall under HVAC updates or Information Technology equipment upgrades. These upgrades benefit students and improve distance education.

### **Adult Education**

- The Division has received the FY2023 Goals:
  - Enrollment - 1239; current number of NRS students - 927.
  - MSG Percentage - 49.8%; current MSG percentage is 38.18%.
  - IET Participants - 35; current number of completions - 16.
  - High School Equivalency - 165; current number of HSEs earned - 86.
- An anonymous donor has gifted the eight EAGLE finalists with a \$1,000 gift. The College's 2023 EAGLE winner, Tiffany Hooten, will be one of the recipients!
- Students that registered for the Healthcare and Entrepreneurship pre-apprenticeships for Minimester 2 are over half-way done and the Division is excited to see the results. Updates forthcoming.
- A third ESL site at the Griffin location was opened at the beginning of April. The College already offers ESL classes at the Henry County Center and Fayette County Center locations. Five students completed the first orientation and on April 12, the Division received over 25 more complete applications to include orientation to attend at the Griffin location.
- On March 29, the Division held the first Math Boot Camp at our Griffin location. This was a 6-hour intensive class covering common information on the Math GED test. The plan was to give students a crash refresher course and for these students to take their Math GED soon after. There were 17 students who participated.
- On April 12, Mr. Hendrix attended a BADGR training at Columbus Technical College. The College hopes to be offering electronic badges to our students for completing different parts of the GED/HiSET as well as other certifications that they earn at the College soon. Badges equal completion. Employers can electronically view badge information.
- The Jasper County Center now has Adult Education classes again! Classes are being held on Monday and Wednesday evenings from 5:30 - 8:30 pm. Spread the word! There currently are three students enrolled and efforts are being made to continue to grow enrollment at this location.

### **Economic Development**

The Economic Development Division report was provided in the Board materials as follows:

- FY2023 year-to-date, the Economic Development Division has trained 2,908 individuals in 48 companies for a total of 24,904 hours. This resulted in revenue totaling \$394,037.45.
- The Division continues to support the Fayette County Board of Education in developing a Small Business Incubator, INCipit, within the Fayette County Center. They are exploring other Georgia small business programs for best practices. Finalized a two-year Entrepreneurship curriculum to be submitted for approval as an accepted TCC for AY2024 Dual Enrollment.
- Working with local Chamber and Development Authority executives and community leaders on small business development programs in Henry, Butts and Spalding Counties. Plans are underway for program launch events in May and June.

- Hosted a Minimester 2 Pre-Apprenticeship program 'Live, Learn, Work & Thrive' community engagement session for high school and GED students. Coordinating Six Sigma Yellow Belt classes for 30+ students on April 22 and April 29.
- Received approval by WorkSource Atlanta Regional Commission for Incumbent Worker Training (IWT) funds for Scholle IPN in Peachtree City for industrial mechanical training of 20 employees.
- Received local WorkSource Three Rivers Regional Commission approval for the Spalding County Corrections Welding program.
- Completed an Incumbent Worker Training program application to Atlanta Regional Commission for Inline Plastics in McDonough.
- Working with Student Affairs on a Summer Pre-Apprenticeship program to include Economic Development micro-credential programs in Six Sigma and OSHA 10.
- Continuing to work with the Vice Presidents of Advancement and Academic Affairs in coordinating industry/healthcare provider participation in the summer Educator Externship program.
- Developing new Eligible Training Provider List and short-term (8-12 weeks) programs for service delivery area businesses and industries in CNC, Welding, Industrial Maintenance, Mechatronics, and Small Business Enterprise to be launched in May.
- Nurse Re-Entry Program has trained 54 RNs and LPNs to date.
- Currently training 14 Certified Nursing Assistant (CNA) candidates at WellStar Spalding Hospital. Coordinating summer CNA training cohorts in cooperation with Academic Affairs for WellStar Spalding Hospital and Upson Regional Medical Center.

### **Institutional Advancement**

Ms. Cook provided the Institutional Advancement report as follows:

- Applications for scholarships for fall semester are currently available to students through AwardSpring.
- The internal campaign kicked-off on professional development day on March 30, 2023, and the campaign ends on April 28, 2023. Last year faculty and staff pledged \$56,890 with 85% participation. Currently, faculty and staff have pledged \$43,560 with 73% participation. After breakfast on the day of the kick-off, the College had a presentation for the participants of the Educator Externship Program and the superintendents from the eight-county service area along with media representatives. Educators will tour, interview, and shadow four employees for two days (in a business/industry and an allied health facility). Participants will take back information and a new perspective to their respective schools. Ms. Cook thanked Keith Simmons and Jeff Tarrant for their support of the program. Georgia Power has graciously funded the program, and Misty Fernandez from Georgia Power was present for the professional development day and made an enthusiastic presentation on the importance of partnerships with business and industry from a regional perspective, and Colin Martin, former CEO of the Fayette County Chamber of Commerce, made a presentation in the afternoon on the importance of local partnerships. Mr. Martin also served as a Southern Crescent Technical College Foundation trustee.
- The Culinary Arts Advisory Committee and the Southern Crescent Technical College Foundation are presenting the 2024 Wine and Food Pairings event on April 20, 2023, in the Event Center, and the event is sold out. Kudos to the Culinary Arts Chefs, the Advisory Committee, and the Foundation for partnering for this amazing event. There were 230 attendees and the event had a waiting list.
- The Foundation is excited to offer a new, exclusive sponsorship opportunity for the Southern Crescent Technical College Commencement Ceremony being held on May 9, 2023 at the Stockbridge Amphitheater, to celebrate the achievements of our certificate, diploma, degree, and adult education graduates. These sponsorships will support the Opportunity Fund. This fund will allow the Foundation the ability to meet pressing needs as they arise, launch special initiatives, capitalize on new opportunities to strengthen academic programs, and provide student hardship assistance. The sponsors will have an opportunity to set up a company table at our graduate block party on May 4 to

speak to our graduates and hand out company information, as well as have ads in the commencement ceremony program, a banner with their logo displayed during the ceremony, recognition in a news release, and recognition on SCTC social media.

- Ms. Cook thanked the Board for their continued support. Mr. Campbell stated that these are great initiatives.

**Institutional Effectiveness**

The Institutional Effectiveness Division report was provided in the Board materials as follows:

- The College Professional Development Day was held March 30. The attached flyer shows a breakdown of the activities.
- The College successfully submitted the SACSCOC documentation on March 1. The College should receive the report from that review in late May or early June.
- The Quality Enhancement Plan (QEP) Team presented the topic and overview to all faculty and staff during the College’s Professional Development Day. The Division has received positive feedback from attendees.
- The Division has conducted focus group sessions for the development of the College’s strategic plan. Groups included external stakeholders, employees, students, and senior leadership. Next steps are to include the development of goals and indicators of success.
- Institutional Effectiveness is working on the final amendment for the FY2023 Perkins Grant and have allocated approximately \$184,000 for equipment.
- The Division is also working on the development of the FY2024 Perkins Grant and have been allocated \$1.5 million dollars. A more detailed report will be provided at the next Board meeting.
- AV equipment for the Event center has been updated to include new projectors, microphones, TVs for the middle section, and cameras to stream events.
- The College has transitioned all employees over to using OneDrive cloud storage. This allows employees to securely access their files through the cloud from any location with internet access.
- The Division has completed the annual progress report for both PBI grants and submitted the data request form for the PBI Formula grant.
- The Equity from Start to Finish program is ecstatic to report its first student has been hired for an apprenticeship in Welding. This program has four students graduating and participating in the 2023 commencement ceremony.

**Student Affairs**

Enrollment	
Spring 2023	Spring 2022
5,252	4,938
Fall 2022	Fall 2021
5,018	4,996
Summer 2022	Summer 2021
2,823	2,810

Dual Enrollment	
Spring 2023	Spring 2022
1,535	1,039
Fall 2022	Fall 2021
1,276	866
Summer 2022	Summer 2021
244	186

Total enrollment is up 6.4% (System is up 3.9%) over last spring. Dual enrollment is up 47.7% for the Spring semester (System average is up 21.9%).



Credit Hours	
Spring 2023	Spring 2022
41,016	39,245
Fall 2022	Fall 2021
41,839	41,340
Summer 2022	Summer 2021
18,938	19,183

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

Credit hour production is up 4.5% (System average is up 3.5%) over last spring. Summer enrollment is currently at 2,361 (last summer was 2,823) with six weeks left to register students. Work continues to work summer enrollment.

### Graduate Reporting

Academic Year	Unduplicated Awards	Duplicated Awards	Graduation Rate
AY2023*	923	1,307	76.4%
AY2022	2,830 #3 in System 1.7% increase from AY2021	4,890 #3 in System 7.6% increase from AY2021	83.0%
AY2021	2,784	4,545	79.5%

\*These numbers are to date and not finalized.

### Financial Aid Report

- FAFSA Drive and FAFSA Workshops
- Reviewing and awarding students eligible for aid on the registered not paid list.
- CARES Update:
  - CARES aid disbursed to date for 2022-2023: \$1,500,618.31
  - Remaining CARES funds: \$232,952.87
  - Minority CARES funds depleted.
  - Total CARES funds disbursed to date: \$12,891,496.13  
(CARES2 \$11,381,063.13 + CARES Minority \$1,510,433.00)

### Student Affairs/Student Life:

April 19 – Career Fair – Griffin Campus Event Center – 11:00 am - 2:00 pm  
April 20 – Spring Fling – Henry County Center – 11:00 am – 2:00 pm  
April 24-26 – State GOAL Competition – Atlanta. Jacob Johnston, RN student, will represent the College.  
April 25 – Spring Fling – Butts County Center – 11:00 am – 1:00 pm  
April 26 – Spring Fling – Flint River Campus – 11:00 am – 2:00 pm  
May 4 – Spring Fling – Griffin Campus – 11:00 am – 2:00 pm  
May 9 – Commencement Exercises – Stockbridge Amphitheater – 10:00 am

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

- Dr. Clark sent an update on his activities to both the Board of Directors and the Southern Crescent Technical College Foundation Trustees last night. There are also newsletters going out from the

College.

- Dr. Clark reiterated that the CARES funding is ending. There is an anticipated impact for the College. Efforts are being made to inform students about what this means to them. The College is pushing out information on the importance of completing the FAFSA and applying for financial aid. Faculty and staff are assisting with getting the word out.
- Dr. Clark expressed his excitement regarding the upcoming commencement ceremony being held at the Stockbridge Amphitheater. The College is expecting 400 graduates to participate. If you have questions or concerns, Board members were directed to contact Dr. Johns or Kim Santerre.
- Dr. Clark has spent time in the communities to discuss workforce development training. The College has led the System in the number of apprentices. Enrollment is up 6.5% with dual enrollment up as well. The College is taking a targeted approach to impact the service delivery area in high demand industry sectors. Efforts in terms of fundraising is also increasing through new opportunities.
- Dr. Clark thanked the Board for their support and encouraged everyone to attend graduation on Thursday. Mr. Campbell thanked Dr. Clark for his leadership and the staff and Board members for all that they do. Chris Williams echoed kudos to Dr. Clark for his efforts to be visible in the service delivery area and stated that it is being noticed.

#### **H. ADJOURN**

The next Board meeting will be held on June 21 at 7:30 a.m. as an in-person meeting. There being no further business, the meeting was adjourned at 8:33 a.m.

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Dr. Irvin T. Clark III, Executive Secretary