



BOARD OF DIRECTORS MEETING
WebEx
September 20, 2023
7:30 a.m.

MINUTES

Present:

David Campbell
Michael Powell

John Rainwater
Jeff Tarrant

Chris Williams
Stone Workman

Absent:

Erin Cook

Rebecca Hadley-Catter

Keith Simmons

Staff Members:

Dr. Irvin Clark
Stacy Acey
Barbara Jo Cook

Dr. Chris Daniel
Steve Hendrix
Kimberly Register

Ingrid Rider-Owens
Dr. Alan Stanfield
Kim Santerre

A. CALL TO ORDER

Stone Workman called the meeting to order at 7:30 a.m. and welcomed everyone to the meeting.

B. APPROVAL OF AGENDA

Stone Workman made a motion to accept the agenda as presented, after requesting if there were any changes or additions necessary and hearing none, and the Board voted unanimously to accept the agenda.

C. APPROVAL OF MINUTES

Stone Workman made a motion to approve the minutes of the August 9, 2023, meeting as presented in the Board materials, after requesting if there were any changes or additions necessary and hearing none, and the Board voted unanimously to approve the minutes.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

Program updates were presented by Kimberly Register. Programs included the LPN/Paramedic- RN Bridge Program (Associate of Science Degree) and four Technical Certificates of Credit (Nurse Aide Fast Track, Basic Machine Operator, Electrical Maintenance Technician, and Robotic Technician). After a

brief explanation of each of the programs, David Campbell made a motion to approve the programs as presented, Michael Powell seconded, and the Board unanimously approved the program offerings.

F. DIVISIONAL REPORTS

1. Academic Affairs

Kimberly Register reported on Academic Affairs as follows:

- Library Services – statistics, events, and highlights were provided for August to include:
 - Library Services wrapped up the summer session with a number of exciting programs, informational sessions, eye-catching library displays and more! A library display in honor of *U.S. National Day of the Cowboy* was displayed all month long at the Flint River Campus. The display was dressed in décor of cowhide handkerchiefs, historical non-fiction and fiction books, and activities all with a Western flair. An Intro to Sourdough Bread Baking workshop was facilitated by Amanda Chambers of Joyride Baking, a licensed, home-based microbakery in Griffin, Georgia. Galileo Instruction workshops, were hosted throughout the month ensuring users know how to properly search for resources, and Trivia Thursdays took place on the last Thursday of the month in collaboration with Gail Daniel of SCTCs Veterans Affairs who offered bonus questions about the US military.
 - Interviews were hosted to fill 4 library services vacancies. All vacancies should be filled soon. Librarians traveled to the Fayette campus several times hosting library orientation and taking student ID pictures for over 400 dual enrollment students. Preparations ensuring all staff and facilities meet compliance are performed daily.
- Tutoring Center
 - The Tutoring Center finished summer semester with 410 tutoring sessions and a 72.7% pass rate.
 - For AY2023, the Tutoring Center completed 2193 tutoring sessions with a 75% pass rate.
 - In comparison to AY2022, the Tutoring Center experienced a 36.6% increase in the number of tutoring sessions (AY2022 – 1605). Our pass rate did drop from 77.5% to 75%, but we are pleased with our overall pass rate and the increase in tutoring sessions for AY2023.
- Distance Education – June/July 2023
 - Entered Fall semester with a 98% course accessibility score
 - Answered 1,200+ helpdesk tickets since August 1
 - Completed 9 Distance Ed orientations
 - 4 sessions at Griffin Region College and Career Academy
 - 2 sessions at the Fayette County Center
 - 1 session at Pike County High School
 - 2 sessions at the Flint River Campus
 - Participated in the Tiger Expo
 - Developed the 2023 Adjunct Instructor Professional Development course in Blackboard
 - Created a series of training sessions to be offered via WebEx for Adjunct Professional Development
 - Continued to assist General Education faculty with Open Educational Resources (OER) course creation
- Academic Programs:
 - Started teaching Automotive Technology classes at the Jasper Center.
 - Graduated 41 students at the end of Spring Semester with an Associate of Science Nursing degree. All of these graduates have now tested. Pass rate is 94.59%. Curriculum for the

LPN/Paramedic Bridge Program has been reviewed for a RN Bridge program that will begin Spring 2024. Classes to be offered to cohorts of students. One cohort on the Griffin Campus (Friday) and the other at the Fayette Center (Saturday) and will be geared toward working professionals. SimCapture installation has been completed and Nursing faculty have completed training.

- Began a new cohort of Industrial Technology students in the evenings at the Henry County Center. The class is made up of incumbent workers.
- Medical Assisting currently has a 100% job placement rate and will be undergoing accreditation in May 2024.
- Nurse Aide began dual enrollment courses at the Jasper County Center for Fall. Renovations at that Center have been completed to accommodate a functional Nurse Aide lab. A Nurse Aide accelerated cohort will be offered in Minimester 2 for the Butts County Center. Now there are approved testing sites on both Butts County Center and Griffin Campus locations for State Nurse Aide Certification.
- Practical Nursing August 2023 cohort will graduate 22 students. Nine students have passed the NCLEX from this cohort. There are 63 students that have been accepted for the Fall semester. David Campbell clarified that the NCLEX is a national exam and commended the faculty for an outstanding job.
- Started teaching Welding Technology classes at the Jasper County Center. Working on adding new dual enrollment classes for the spring term at the Henry County Academy for Advanced Studies (day and evening).

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, 2023 through August 31, 2023 (FY2024). A financial overview and brief explanation of this statement includes:
 - The final budget is \$32,771,450.00.
 - FY2024 Current Year Revenue is \$5,546,551.87 Revenue compared to budget is 16.92%.
 - Comparative data for FY2023 current year revenue is \$5,519,910.96 as reported on August 31, 2022. The variance between FY2024 and FY2023 current year revenue is an increase of \$26,640.91 in reported revenue for FY2024.
 - Actual Expenditures total is \$5,206,356.71 comprised of 82.75% in personnel expenses and 17.25% in operating expenses. Expenditures compared to budget is 15.89%.
 - Comparative data for FY23 actual expenses is \$5,065,614.82 as reported on August 31, 2022. The variance between FY24 and FY23 actual expenses is an increase of \$140,741.89 for FY24.
 - This financial statement indicates the College's current year (CY) funds available for this report is \$334,800.87.
 - Prior year reserves less prior year outstanding receivables total \$4,486,897.82. Current year and prior year total funds available for the period July 1, 2023 through August 31, 2023 is \$4,821,698.69.
 - Comparative data for FY2023 total funds available as reported on August 31, 2022 was \$5,092,707.24 a decrease of \$271,008.58 in FY2024 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)	\$ 1,282,534.96	\$0	64,431.27
Encumbrances	\$ 908,999.83	N/A	N/A
Grant Expiration Date	June 30, 2024	June 30, 2024	June 30, 2024
Last Day to Draw funds	October 01, 2024	October 01, 2024	October 01, 2024

*Balance of Institutional funds less encumbrances = \$373,535.13

- Stacy Acey presented information that the 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. This is a Federal grant and would run from October 1-September 30. Chris Williams made a motion to approve the program renewal as presented, Mr. Powell seconded, and the motion was unanimously approved.

3. Adult Education

- FY2024 goals and progress:
 - Enrollment - 1588; current number of NRS students - 581. This is a 26.58% increase from this time last year.
 - Measurable Skills Gain (MSG) Percentage - 46%; current MSG percentage is 19.10%.
 - Integrated Education and Training (IET) Participants - 35; current number of completions - 0.
 - High School Equivalency (HSE) - 165; current number of HSEs earned - 11.
- The College is the seventh technical college to become a Career Plus HSE location. This will allow us to offer an actual High School diploma to those students who complete the program. Mercedes Tyler has been hired to be the Coordinator of this program. Our first student is currently enrolled and working on a Technical Certificate of Credit (TCC). There are several others that we are trying to enroll in the program at this time.
- A new instructor will begin classes at Stockbridge High School on Monday and Wednesday evenings starting in October.
- Met with Marty Matthews, CPO/Director for the Spalding County Sentence Enforcement. We are trying to work out a program where parolees without a high school diploma could attend our Adult Education classes instead of doing community service.
- The College is joining Cognia, an accrediting body for high schools. The College is in the beginning stages of this process for the Career Plus program.

4. Economic Development

Ingrid Rider-Owens reported on the Economic Development area as follows:

- FY2024 year-to-date, the Economic Development Division has trained 548 individuals for 12 companies and a total of 2,123 hours. This resulted in revenue totaling \$101,039.00.

- Partnering with the RICE Center in Atlanta—the objective is to bring Advanced Manufacturing to the masses at various locations throughout the state.
 - The program will serve as a method for introducing individuals to Artificial Intelligence/Machine Learning who have had limited exposure.
 - In addition, participants will attend entrepreneurship courses based on Big IDEAS—RICE's curriculum designed to help entrepreneurs create sustainable businesses.
 - The program will include the use of SCTC's Mobile Industrial Systems Trailer showcasing equipment provided by RICE.
- Partnering with Luxottica, the Henry County Development Authority, and the Henry County School District to address training needs of the company. This includes apprenticeships, industry-based courses for new employees, incumbent employees and methods for determining aptitude for job-related tasks.
- Working with Development Authorities, Jackson High School and Upson-Lee High School to implement an industrial maintenance dual enrollment program. Classes would be held in the evening and would align with a US DOL Registered Apprenticeship program in partnership with local employers.
- Four CNA candidates are graduating from the current WellStar Accelerated Nurse Aid cohort that concludes this week. The next cohort is scheduled for November 7 – December 13.
- Partnering with Adult Education to provide Forklift Training on September 18-20 at Henry County Center for 12 students. OSHA 10 Hour Safety is scheduled for September 25 and 26.
- Attended the Atlanta Metro Chamber-ATL Talent Collaborative that consists of top talent and Human Resource executives from approximately 25 investor organizations. The purpose is to create a sustainable and high-quality talent pipelines for their most critical unfilled job functions.
 - The 2023 Career Focus is: 1. Data Analyst/Data Scientist; 2. Software Developer/Engineer; and 3. Front-Line Warehouse Worker
- Providing OSHA 10 for an estimated 25 offenders at Jackson State Prison in October. Primary objective is to provide certifications to offenders to assist them with obtaining gainful employment upon release.
- Current Driver's Education class will be completed by 8 students on September 23. Upcoming classes are scheduled for October, November and March.
- Coordinating with several companies in need of additional training including Luxottica, Sigvaris Group, Southern States, Rinnai, Target, and Dollar General.
- The Division is working on installing Course Storm, a registration and payment software that will streamline that process.

5. Institutional Advancement

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

- The Southern Crescent Technical College Foundation is hosting the Drive "Fore" Education Invitational Golf Tournament on November 2, 2023, at 8:30 a.m. at the Heron Bay Golf Club in Locust Grove. Impact Office Interiors has committed to being the Partner Sponsor for the tournament and United Bank has committed to being the Hospitality Sponsor. The field will consist of thirty teams, and over half of the teams have been sold. Students from Culinary Arts will prepare the meal which will include hamburgers, hot dogs, and an assortment of side items. There will be a silent auction during the tournament for golfers to bid on donated items. Mr. Workman committed to providing two items for the silent auction.

- Online scholarship applications for Spring Semester are open for students through AwardSpring until the end of September. The Foundation awards internal and external scholarships each semester to students.
- The winning team luncheon for the Internal Tiger Campaign was held on Wednesday, August 30, 2023, at J. Henry's Restaurant in Griffin. The Top KATS pledged over \$5,000 for internal scholarships for students for a scholarship named in their honor.
- Ms. Cook thanked the Board members for all they do to support the College.

6. Institutional Effectiveness

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

- As you know we are in the process of the SACSCOC 10-year reaffirmation. The Focus Report was submitted on August 30, 2023. The on-site committee is reviewing that document now. They will conduct an on-site visit October 15-19.
 - October 16 - The committee will visit the Henry County Center, Henry Academy for Advanced Studies, Jasper County Center, Lamar High School, and the Flint River Campus.
 - October 17 & 18 - The committee will be on the Griffin Campus. They will interview faculty, staff, and administrators to resolve lingering issues such as assessment, credentials, or policies. Interviews will take place with students, staff, and administrators to discuss campus buy-in and feasibility of QEP.
 - October 18 - On the afternoon of Oct 18th, the committee will decide on any final recommendations, and the Chair will meet with Dr. Clark to review the results.
 - October 19 - The Committee and Senior Leadership will meet with the Committee at the hotel for their report of the findings. Once that meeting concludes, the committee will leave for the airport.
- Information Technology accomplishments include:
 - Audiovisual updates have been installed in Chappell Hall and the Event Center. This includes new projectors, microphones and added the ability to have video conferences in these areas.
 - Upgraded College Internet speed to 1 GB; upgraded connection speeds to the Butts and Henry County Centers. Currently in progress, connection speed upgrades to Fayette County and Jasper County Centers.
 - SoftDocs is a new electronic form work flow system. Currently, there are some Human Resource forms in place and work continues to add more forms from Student Affairs and Academic Affairs.
 - The IT Department is now managing the College's web site.
- The final draft of the Strategic Plan is being reviewed and the hope is to have that published in the next couple of weeks. Dr. Daniel thanked all that participated in committee meetings and focus groups; feedback played a key role in development of plan. Mr. Workman requested that a hard copy be mailed to the Board members. The plan will need to be presented to the Board for approval at the next meeting.

7. Student Affairs

Dr. Clark reported on the Student Affairs area as follows:

- Enrollment is up 14.8% over this time last year. This is attributed to the collective efforts of the Executive Council and their respective teams. The credit hour production is also up 12%.

G. EXECUTIVE SESSION (optional)

Upon motion by Jeff Tarrant, and second by Mr. Williams, the Board voted unanimously to go into Executive Session to discuss real estate at 8:38 a.m.

Following the discussion of real estate, a motion was made by Mr. Powell and seconded by Mr. Campbell to reconvene into regular session. The motion was unanimously approved by the Board.

H. PRESIDENT'S UPDATE

- Dr. Clark thanked the Board for their continued support and requested a meeting be scheduled with the Chair, Vice Chair, and Chair of the Nominating Committee to discuss vacancies on the Board.

I. ADJOURN

The next Board meeting will be held on November 15, 2023 at 7:30 a.m. There being no further business, the meeting was adjourned at 8:22 a.m.

Dr. Irvin T. Clark III, Executive Secretary