



**BOARD OF DIRECTORS MEETING  
December 14, 2023  
10:00 a.m.**

**MINUTES**

**Present:**

David Campbell  
Rebecca Hadley-Catter

Michael Powell  
John Rainwater

Jeff Tarrant

**Absent:**

Erin Cook  
Keith Simmons

Chris Williams

Stone Workman

**Staff Members:**

Dr. Irvin Clark  
Stacy Acey  
Dr. Chris Daniel

Steve Hendrix  
Dr. Xenia Johns  
Kimberly Register

Dr. Alan Stanfield  
Anna Taylor  
Kim Santerre

**A. CALL TO ORDER**

Rebecca Hadley-Catter called the meeting to order at 10:06 a.m. and welcomed everyone to the meeting.

**B. APPROVAL OF AGENDA**

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

**C. APPROVAL OF MINUTES**

Mr. Rainwater made a motion to approve the minutes of the November 16, 2023, meeting as presented in the Board materials, Michael Powell seconded, and the Board voted unanimously to approve the minutes.

**D. OLD BUSINESS**

No old business.

**E. NEW BUSINESS**

No new business.

## F. DIVISIONAL REPORTS

### 1. Academic Affairs

Kimberly Register reported on Academic Affairs as follows:

#### ➤ Library Services – November Statistics and Highlights

| Service              | Location    |         |       |
|----------------------|-------------|---------|-------|
|                      | Flint River | Griffin | Henry |
| Door Counts          | 796         | 2820    | 168   |
| Computer Usage       | 41          | 243     | 14    |
| Instruction Sessions | 0           | 3       | 1     |
| Reference            | 1           | 5       | 1     |
| Directional          | 5           | 8       | 17    |
| Computer Assistance  | 6           | 24      | 8     |
| Virtual Chats        | 0           | 2       | 0     |
| Laptops Loaned       | 0           | 0       | 0     |
| Laptops Returned     | 0           | 1       | 0     |

- Library Services hosted a number of programs this month:
  - Tracey Saxton of the Spalding County Extension offered tips on how to save money, proper spending and budgeting
  - Avoiding Scams While Shopping presented by Brandy Bailey of United Bank
  - Trivia Thursday in collaboration with SCTC's Cyber Security faculty
  - GALILEO Instruction
  - Living Room Conversation: Communicating with Care!
  - Page Turners Books Club met discussing News of The World by Paulette Jiles. The next book club meeting will take place January 25 discussing Demon Copperhead by Barbara King Solver.
  - Librarians began collaborating to present information to faculty about the benefits and effectiveness of Open Educational Resources (OER). Partnerships with Angeline Bullington and Brad Jester begin the OER collaboration process. Other OER recognition plans include, but are not limited to, updated informational OER Libguides and OER presentations created by expert librarians that will be easily accessible on the SCTC library homepage. As always, please be on the lookout for library program flyers and details on Facebook, in the library and other SCTC marketing outlets.
- Distance Education
  - Coordinated the Rick Perkins Interviews on November 6 .
  - Organized and conducted the 2023 Fall Advisory Committee Meeting on November 16.
  - Attended Quality Matters Team meeting on November 29.
  - Began working with a team on adding badges for First Year Experience (FYE) and for credit courses.
- Tutoring
  - The Tutoring and Mentoring Center completed 167 tutoring sessions, 162 of those sessions in person.
  - SCTC students accessed Tutor.com for 50 online sessions.
  - Interviewed five candidates on December 12 for the Henry County Center English tutor position.

➤ **Academic Programs**

- Julie Gates, Forensic Science Instructor was chosen 2024 SCTC Rick Perkins Instructor of the Year.
- Donald Musgrave, Paramedicine & Emergency Medical Service Professions Instructor, graduated from the University of Phoenix with a Master's Degree in Healthcare Administration.
- Fayette County High Schools have secured grants to fund NREMT testing for all graduates, 118 possible candidates with a test cost of \$160.00 each.
- Lamar County High School students are having labs on Fridays in conjunction with Ameripro EMS. Ameripro has agreed to hire all graduates that become licensed.
- Hired two new adjuncts (Paramedicine/EMS) to help with increase enrollment at the Fayette County Center and Griffin Campus.
- A Criminal Justice class was added to the schedule for Spring 2024 Minimester 2. Currently working on securing a MOU with the Jackson Police Department to have an evening class at their location.
- Held the ribbon cutting for the Welding trailer on November 30 at the Jasper County Center. Transporting the Welding trailer to Jasper County High School at the start of January to allow rising 9<sup>th</sup> graders to tour for interest.
- SCTC Commercial Truck Driving transported a trailer of water to Plains for the Salvation Army to help with Rosalynn Carter's funeral. Adjusted the curriculum for the spring terms to allow accelerated completion tracks for CDL (4-week, 8-week and weekend/evening options).
- SCTC Industrial Systems is transporting the IDSY trailer to Dooly County next week for a demonstration.
- Associate of Science Nursing (ASN) graduated 41 students at the end of Spring Semester. All of these graduates have now tested. Pass rate is 94.59%. Piedmont Fayette is offering 5 apprenticeship positions to our students in the May 2024 cohort.
- Georgia Board of Nursing approval was obtained at the November 16 meeting for LPN/Paramedic to RN Bridge. A Substantive Change request has been submitted through ACEN for Bridge accreditation approval. Program applications are currently being accepted for the initial cohort. Program application deadline for the Spring cohort is December 15. Additional testing slots have been added to accommodate bridge students that need to complete the HESI A2 exam. Twenty-five students will be accepted for the Griffin Campus and 25 students will be accepted for the Fayette location. Nursing lab supplies were sent to Fayette on December 7.
- Practical Nursing Fall 2023 cohort graduated 22 students. All students have taken the NCLEX and have a 100% pass rate. Sixty-three students were accepted for the Spring semester 2024.
- The Georgia Nursing Foundation awarded one ASN student a \$2,700 scholarship for the continuation of her education at SCTC. This check was presented by Dr. Clark in November.
- Medical Assisting currently has a 100% job placement rate and will be undergoing reaffirmation of accreditation in May 2024.
- Nurse Aide Fast Track curriculum was approved through the Technical College System of Georgia. Four micro-term offerings of this course will be offered at various locations for Spring. Students are able to complete this program with a 3-credit hour course in 4 weeks.
- Currently preparing the 2024-2025 version of the College catalog to launch early January.

- Academic Affairs is now providing credit badges through the BADGR program. More than 200 badges have been imported with the expectation of additional badges in the future. Over 9,000 badges have been awarded beginning with Spring 2023.
- Apprenticeships have increased from 24 to 30. Plans are to establish an apprenticeship program with SCTC web page created and launched. Logo is being finalized by Marketing.
- Met with Rochester & Associates to explore possibilities of establishing a Civil Engineering Apprenticeship Program.
- Two Welding apprentices hired and they started on November 27.
- Apprenticeship Information Sessions were held for:  
Lineage Logistics – December 11 and December 12, 2023  
Piedmont Fayette Hospital – Registered Nurse positions (5) – December 6, 2023  
Knapheide Truck Equipment – Welding Installer positions
- PBI Grant Program PBI Competitive Grant – KOBE Program highlights include:
  - 44 total members of KOBE, with 5 of them being executive officers.
  - Served 28 total students to date, but have reached the entire black male population that is enrolled through email introductions and invitations and flyers about KOBE.
  - AVID - completed the re-enrollment process for the 2023-2024 academic year and completed outreach to faculty to sign up for the regional conference.
  - Plans to reach out to the Tutoring and Mentoring Center to partner and incorporate AVID strategies into some of what they do.
  - Quality Matters - completed the re-enrollment process for the 2023-2024 academic year.
  - Dr. Kelby Lamar, KOBE Director, is currently completing Quality Matters Coordinator Training.
  - Held KOBE meeting on December 5.
  - Planning KOBE Spirit Night for Men's and Women's Basketball game.
  - Planning Community Service Day for MLK Day (hope to partner with SGA).
  - Working on increasing the meeting frequency from monthly to bi-weekly with expansion to Henry County Campus and/or virtual option.
  - Attended MEI Conference in Atlanta, GA, November 14-16.
- PBI Formula Grant - Equity From Start to Finish Program highlights include:
  - 5 students attended informational session to discuss life insurance and financial planning.
  - Assisted 2 students with Admissions requirements.
  - Assisted 1 student with a program major change.
  - Registered 13 students for Weld 1015 and Weld 1205 for Spring 2024.
  - Friendsgiving Event was held on November 16.
- Meeting with Impact Office Furniture to finalize furniture selection for Flint River Campus (Building B); Coordinating with Flint River maintenance team to discuss removing furniture and delivery of new furniture slated for mid-December.

## 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 November 30, 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 \$14,806,597.56. Revenue compared to budget is 45.18%.

- Comparative data for FY2023 current year revenue is \$14,042,145.78 as reported on November 30, 2022. The variance between FY2024 and FY2023 current year revenue is an increase of \$764,451.78 in reported revenue for FY2024.
  - Actual Expenditures total is \$12,859,756.74 comprised of 83.27% in personnel expenses and 16.73% in operating expenses. Expenditures compared to budget is 39.24%.
  - Comparative data for FY2023 actual expenses is \$12,562,470.90 as reported on November 30, 2022. The variance between FY2024 and FY2023 actual expenses is an increase of \$297,285.84 for FY2024.
  - This financial statement indicates the College's current year (CY) funds available for this report is \$1,893,588.93.
  - Prior year reserves less prior year outstanding receivables total \$1,893,588.93. Current year and prior year total funds available for the period July 1, 2023 through November 30, 2023 is \$6,634,324.10.
  - Comparative data for FY2023 total funds available as reported on November 30, 2022 was \$6,311,943.07 an increase of \$322,381.03 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) | \$643,115.37    | \$0             | \$15,279.32     |
| Encumbrances            | \$489,003.68    | N/A             | N/A             |
| Grant Expiration Date   | June 30, 2024   | June 30, 2024   | June 30, 2024   |
| Last Day to Draw funds  | October 1, 2024 | October 1, 2024 | October 1, 2024 |

\*Balance of Institutional funds less encumbrances = \$154,111.69

### 3. Adult Education

- FY2024 Goals and progress:
- Enrollment - 1588; current number of NRS students - 780. Total for last year was 1,147. This is 49% of the goal.
  - Measurable Skills Gain (MSG) Percentage - 46%; current MSG percentage is 31.11%.
  - Integrated Education and Training (IET) Participants - 35; current number of completions - 19.
  - High School Equivalency - 165; current number of HSEs earned - 31.
  - Career Plus Students - 25; current number of enrolled students - 11 (transcript evaluations complete); 3 awaiting transcript evaluation and 12 in intake process.
- In the process of selecting our EAGLE nominee as our outstanding student in Adult Education.
- Selected Betsy Thoms from the Fayette County Center as our Teacher of the Year. Ms. Thoms has been an English as a Second Language instructor for the College for almost 16 years.
- Four students are attending a two-week IET in Industry Fundamentals where they will have the opportunity to earn an OSHA-10 certification and a Forklift certification.
- Future IETs are going to expand to have students work on their GED while attending credit programs! There are already some students lined up for CDL and Allied Health.
- The Division is currently working on moving forward on Cognia accreditation for the Career Plus program.
- Six Math Boot Camps are scheduled at various locations in December to help students pass the Math portion of the GED.

#### **4. Economic Development**

Ingrid Rider-Owens provided the following report on the Economic Development area in the Board materials due to prior obligations off campus:

- FY24 year-to-date, the Economic Development Division has trained:
  - 1,125 individuals in Continuing Education courses for a total of 3,113 course hours resulting in revenue totaling \$138,735.00.
  - 323 individuals for 21 companies for a total of 1,982 total hours. This resulted in revenue totaling \$95,975.00.
- Luxottica training includes apprenticeships, industry-based courses for new employees, incumbent employees and methods for determining aptitude for job-related tasks. Meeting held on December 8 to discuss leadership training slated to begin in January 2024. Currently, there are 2 employees enrolled in the Butts County Industrial Maintenance cohort scheduled to complete in May 2024.
- Discussions held with the Warden of Spalding County Correctional Institution for Welding training to schedule a class after the first of the year. The facility would also like to offer Logistics certifications to the offenders. The Division is checking on the College's approval to offer this certification. If not, plans are to start the approval process. There are 100 offenders housed at the Spalding County Correctional Transition Center. The Warden would like assistance in identifying companies willing to participate in the program by hiring offenders. The transition center will transport offenders to and from work sites within a 30-mile radius.
- Working with the RICE Center in Atlanta with the objective to bring Advanced Manufacturing to the masses at various locations throughout the state. This program will introduce individuals who have had limited exposure to Artificial Intelligence/Machine Learning. 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 Industrial Systems Mobile Trailer, showcasing equipment provided by RICE. Working on a MOU.
- The WellStar Certified Nurse Aide cohort started on November 7 with 4 students enrolled. Classes completed December 13. Graduation is scheduled for Monday, December 18 at 1:00 pm. The next cohort is scheduled for March 2024.
- HESI testing for all candidates of the LPN/EMT Bridge RN program is being proctored by Economic Development. The Division has tested more than 100 candidates between November 1 – December 7. Approximately 40 participants are signed up for testing through January 30, 2024. Exams are 4 hours in duration and offered several days a week—morning and afternoon.
- Hosted the information session for Rivian on November 9 at the Butts County Center with 75 participants and proctored the Ramsay Aptitude Assessment for 24 students on November 15-17 on the Butts County Center, Griffin and Flint River campuses. Interviews for selected candidates were held on December 5, 2023 at the Henry County Center.
- Information sessions were held with Lineage Logistics on December 11-12 at the Henry County Campus. This was open to the public. The company was taking applications and interviewing on the spot. Classes set to begin on January 8, 2024 with the Division providing CPR (January), Forklift Operator Safety (January), and OSHA 10-Hour Safety (February).
- OSHA 10 training for 29 offenders at Jackson State Prison/Department of Corrections was conducted on October 5-6. A second class is scheduled for January 25-26, 2024 for 30 participants.

- Gerresheimer and MA Industries is interested in a partnership for the College to teach injection molding. The proposal would include injection molding equipment donated by the company. Training labs would be located in Fayette County. A meeting will be coordinated by Amanda Fields
- Fayette County Development Authority is partnering with the Division to provide training programs beginning in 2024. This training could include Manufacturing Ready, precision measurement, leadership skills, employability skills, and a pre-apprenticeship.
- Sigvaris (Peachtree City) has requested Root Cause Analysis quality training in January 2024.
- The Driver's Ed program now has a program coordinator. Plans are to schedule a class for January and to offer classes more frequently. Checking into process for offering the classroom sessions virtually. The current upcoming class is scheduled to begin February 19, 2024.
- An interactive, web-based training platform, Career Safe, offering safety, health, and employability skills will be launched by the end of January 2024. Students pay, register and complete the modules online or in a hybrid format. A certificate of completion and digital badge will be provided for each module completed. Examples of the courses to be offered include OSHA10-Hour and 30-Hour Safety, basic safety modules, first aid, safe driving practices, and cyber safety awareness.
- The Division now uses Course Storm as the primary method for students to pay and register for Economic Development classes.

## **5. Institutional Advancement**

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

- The Southern Crescent Technical College Foundation awarded 57 scholarships totaling \$23,140 for students enrolled in the College for Spring Semester 2024. Of those, the Foundation awarded 33 Internal Tiger Campaign scholarships totaling \$10,200. Internal scholarships are funded through contributions from the SCTC faculty and staff primarily through monthly payroll deductions to the Internal Fundraising Campaign. In addition, the Foundation awarded 24 external scholarships totaling \$12,940. External scholarships are funded through contributions from business partners, foundations, and generous donors within our service community, as well as SCTC faculty and staff for program-specific scholarships not included in the Internal Tiger Campaign.
- The Foundation sponsored a Day of Giving on November 28, 2023. The National Day of Giving is always scheduled for the Tuesday after Thanksgiving, so the Foundation scheduled its Day of Giving to coincide with the National Day of Giving. The Foundation raised over \$3,000 for the Day of Giving.
- The Holiday Luncheon will be held today, December 14, 2023, at 11:30 a.m. in the Event Center on the Griffin Campus.

## **6. Institutional Effectiveness**

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

- The Division has been working closely with the Quality Enhancement Plan (QEP) Team to address the three recommendations and will have the information ready for Dr. Clark to review by January 11, 2024.
- The College had 5 individuals attend the SACSCOC Annual meeting in Orlando during the first week of December.
- Staff attended the Perkins State Peer Group meeting in November and will begin working with Academic Affairs to address program areas that did not meet the non-traditional student

threshold for this past year. The Division is also working on the first Perkins budget amendment for this fiscal year. In response to the question on how to meet the threshold, Dr. Daniel explained that data is reviewed in the identified programs to determine if recruiting or retention strategies are needed. A report is submitted by April to document improvement strategies.

- Information Technology has replaced computers on the Griffin Campus in Room 215. The next replacement location will be on the Flint River Campus. There were a total of 201 help desk tickets in November (averaging 10 tickets/day).

## **7. Student Affairs**

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

- Fall enrollment is 5,812 (up 16% over last fall). This is attributed to the collective efforts of the Executive Council and their respective teams. The credit hour production is also up 12%. Credit hour production is important for receiving funding from the System.
- Dual enrollment is 1,762 (up 38%). The College is proud of the increase in Jasper County and appreciate the partnership with the Griffin Region College and Career Academy.
- Total enrollment is the highest increase in the System. Spring 2024 is up to 5,000 (95% of last Spring; 83% of this year's goal of 6,000).
- Savannah Payton, a Nursing student, has been named as the 2024 GOAL student of the year. Ms. Payton will be a great ambassador for the College.
- Graduation is being planned for May in Fayette County.
- The College has undergone a HOPE Review and a few issues with invoicing have been noted. These mostly involve calculations with transfer credits that other schools had not reported correctly. The College is challenging some of the issues. Final determinations will be made over the next few months. If the College is not relieved of the ones challenged, the total payout would be \$7,000. Compared to the total financial aid payout, this amount is minor but the College continues to look for ways to improve.

## **G. EXECUTIVE SESSION (optional)**

Not called.

## **H. PRESIDENT'S UPDATE**

- Dr. Clark thanked the Board for their continued support and thanked the Board for sending flowers for his mother's funeral.
- As noted previously, make note of the upcoming signing ceremony scheduled for January 18 for the LPN/EMT to Nursing Bridge Program.
- Proud of the work completed for enrollment. A focus will be on evening enrollment as well as assisting workforce partners.
- The Capital Outlay request has been submitted to the Technical College System of Georgia for the RAAME Center. If approved, it will involve a redirect of funds from the Henry County Lakemont project. This is supported by the Technical College System of Georgia as a priority. Local legislators are on board and do not expect any push back.
- The Lakemont demolition is scheduled to begin next week. It will be demolished and prepped for future use. Plans are to install a sign for exposure on Highway 81 on the property as soon as possible.



**I. ADJOURN**

The next Board meeting will be held on January 17, 2023 at 7:30 a.m. There being no further business, the meeting was adjourned at 10:53 a.m.

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**Dr. Irvin T. Clark III, Executive Secretary**