



## BOARD OF DIRECTORS MEETING

Webex  
April 17, 2024  
7:30 a.m.

### MINUTES

#### Present:

David Campbell  
Erin Cook  
Rebecca Hadley-Catter

Michael Powell  
John Rainwater  
Keith Simmons

Jeff Tarrant  
Stone Workman

#### Absent:

#### Staff Members:

Dr. Irvin Clark  
Stacy Acey  
Barbara Jo Cook  
Dr. Chris Daniel

Steve Hendrix  
Dr. Xenia Johns  
Kimberly Register  
Ingrid Rider-Owens

Michael Shiver  
Anna Taylor  
Kim Santerre

#### A. CALL TO ORDER

Rebecca Hadley-Catter 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, David Campbell seconded, and the Board voted unanimously to accept the agenda.

#### C. APPROVAL OF MINUTES

John Rainwater made a motion to approve the minutes of the March 14, 2024, 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

Program updates were presented by Kimberly Register and included Cosmetology for Licensure (TCC), Practical Nursing (TCC), and Allied Health Professions (AAS). The College will be providing a lot of these program updates over the next few months. Pell has changed the Federal funding guidelines, so the College is taking a look at all of our diploma level programs and the credit hours within those programs

to reduce them to meet the new guidelines. This is being reviewed at a system-level. The changes the College has made are in accordance with what the Technical College System of Georgia has already approved.

The first program is a Cosmetology diploma that was close to 60 credit hours that no longer meet Federal funding guidelines for Pell eligibility, so a reduction to 44 credit hours is proposed. The program will become a Technical Certificate of Credit program. It is the exact same Cosmetology courses with the removal of all the diploma level core curriculum. It is now a three term TCC program that passes the requirements for licensure. Students will still be able to go through this program and sit for the Master Cosmetologist licensure with the State Board at the conclusion of the program. This program would begin in the fall.

The next program is the exact same scenario. Practical Nursing was a diploma level program with 57 credit hours. A reduction to a Technical Certificate of Credit program makes it 49 credit hours. The program will be three terms in length with the exact same Practical Nursing occupational courses with the removal of diploma level core courses. A student can graduate from high school and come straight into the program after taking the HESI, which is our entrance exam. HESI scores will be the only competitive selection criteria for this program moving forward. With the Georgia Board of Nursing, these students will be able to sit for the National Council Licensure Examination (NCLEX-PN) upon successful completion of this program.

In response to a question from Mr. Rainwater, Ms. Register indicated that the College took a hard look at the curriculum, especially with Nursing because of pushback from the faculty, and realized that the Math, English and Psychology are embedded within the Practical Nursing courses. Students will meet all of the same requirements, just not before coming into the occupational courses. It will take ensuring that these students have that foundational knowledge of these areas. The Pharmacology course within the Practical Nursing program is heavy with math so the students are meeting all of those competencies when they complete that class. The rigor of the curriculum that is in place ensure that students will be successful on the NCLEX upon completion.

The Associate of Applied Science in Allied Health Professions will be implemented in order for students to enter this program initially before entrance into the Practical Nursing program taking degree level courses while waiting for entrance into Practical Nursing and then in turn make them ready for the ASN bridge program. This Associate of Applied Science is four terms with 61 credit hours, containing all of the core classes that are required for the College's ASN bridge program and the occupational courses that are all offered in the Practical Nursing program.

**F. DIVISIONAL REPORTS**

**1. Academic Affairs**

A report on Academic Affairs was provided in the Board materials as follows:

Library Services

Service	Location		
	Flint River	Griffin	Henry
Door Counts	509	3378	373
Computer Usage	10	209	53
Instruction Sessions	0	5	0
Reference	0	3	0
Directional	5	1	20

Computer Assistance	2	20	27
Virtual Chats	0	1	1
Laptops Loaned	1	11	1
Laptops Returned	0	4	0

- In recognition of Women’s History month, Kristin Singleton of Georgia Historical Society presented information in a thought-provoking virtual workshop about women’s suffrage in Georgia and in the south.
- Other programming included Library Feud (Film Edition), Create A Virtual Vision Board using Canva, and Trivia Thursday with bonus questions provided by the SCTC Adult Education department.
- The first OER Pop-Up Library was held on March 12<sup>th</sup> in building B on the Henry County Center Campus. Several visitors inquired about the who, what, and why about OER services! Pop-Up visitors included students, faculty, and a special visit from Ms. Candice Buckley, the new Executive Director Henry Center & Director of Student Support Services. The next OER Pop-Up Library will take place April 18<sup>th</sup> in the Medical Building on the Griffin Campus.
- On March 28<sup>th</sup> library staff met with Michael Shiver, Chief Information Officer to discuss ideas for updating the college’s library website. Plans are underway to make the library page more user friendly and appealing to visitors. Mr. Shiver plans to get started on updates no later than the beginning of May.
- Distance Education answered 418 Student Helpdesk tickets and 30 Faculty Helpdesk tickets.
- The College applied for the Georgia Board of Healthcare Workforce Grant in January 2024. Notification was received at the end of March of an award of \$478,000. With this funding, the College will implement high fidelity simulation at Fayette, Griffin, and Henry locations (comparable to what exists at the Flint River location).  
<https://www.sctech.edu/news/nursing-program-receives-grant-funding-for-equipment/>
- The Spring Program Advisory Dinner and meetings were held on Thursday, April 11 at 6:00 pm on the Griffin Campus.

#### Program Updates

- Industrial Systems – the Rivian Cohort students will complete the Electrical Maintenance Technician TCC at the end of this term and then relocate to Normal, Illinois.
- Commercial Truck Driving – enrollment has increased to 82 students which is an increase from the 61 students in the fall as a result of creating an accelerated four-week program.
- Medical Assisting – the senior cohort of students have all been offered employment prior to the conclusion of the term. Some students have already taken and passed the registry to become Registered Medical Assistants. The College is working on the potential expansion to the Henry County Center for this program in the future.
- Nursing Bridge – the students at both the Fayette and Griffin locations have started their preceptor clinical hours and are having great success.
- Nurse Aide – held an information session on April 10 at 6:00 pm for Homewatch Caregivers of McDonough to hire those students who were interested in employment while in school to complete their CNA. There was a total of six students who were admitted to the College to enroll in this program during this session.
- The College held a signing ceremony to commemorate the partnership between SCTC and Brightmoor Nursing Center in Griffin to upskill current employees to become CNAs. The first cohort of eight began classes on April 8 and will complete the program on May 11. The next cohort of students will begin on May 22.
- Paramedic/EMS – an articulation agreement was formed and signed between SCTC and Fayette County Fire Department to award up to 41 hours of prior learning assessment (PLA) to

their employees who complete EMT and Paramedic training at the Fire Department. They can transfer these hours to the College in order to complete the college credential for Paramedic at the degree level. This leaves them with only needing to take general education courses to complete the credential.



## 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 March 29, 2024 (FY2024). A financial overview and brief explanation of this statement includes:
  - The final budget is \$33,071,796.00.
  - FY2024 Current Year Revenue is \$26,133,711.07 Revenue compared to budget is 79.02%.
  - Comparative data for FY2023 current year revenue is \$24,012,393.96 as reported on March 31, 2023. The variance between FY2024 and FY2023 current year revenue is an increase of \$2,121,317.11 in reported revenue for FY2024.
  - Actual Expenditures total is \$23,060,009.88 comprised of 84.35% in personnel expenses and 15.65% in operating expenses. Expenditures compared to budget is 69.73%.
  - Comparative data for FY2023 actual expenses is \$22,485,151.91 as reported on March 31, 2023. The variance between FY2024 and FY2023 actual expenses is an increase of \$574,857.97 for FY2024.
  - This financial statement indicates the College's current year (CY) funds available for this report is \$3,028,284.19.
  - Prior year reserves less prior year outstanding receivables total \$4,976,784.58. Current year and prior year total funds available for the period July 1, 2023 through March 29, 2024 is \$8,005,068.77.
  - Comparative data for FY2023 total funds available as reported on March 31, 2023 was \$6,538,581.48, an increase of \$1,466,487.29 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.

Projected Carryover	
Funding Source	Amount
Tuition	\$1,600,000.00
Technology Fee	\$2,200,000.00

Continuing Education	\$617,000.00
Business & Industry	\$541,000.00
Bookstore	\$2,300,000.00
Total	\$7,258,000.00

CARES Funding			
Description	Institutional*	Minority	Student
Grant Award to Date	\$15,819,937.00	\$1,510,433.00	\$11,614,016.00
Remaining Balances (G5)	\$328,378.74	\$0	\$7,546.32
Encumbrances	\$265,357.77	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 = \$63,020.97. Funds must be spent by June 30, 2024.

### 3. Adult Education

Steve Hendrix reported on Adult Education as follows:

- FY2024 Goals and progress:
  - Enrollment – 1,588; current number of NRS students – 1,104 (17% higher than last year at this time). Ended last year with 1,147.
  - Measurable Skill Gain (MSG) Percentage – 46%; current MSG percentage is 35.3%.
  - Integrated Education and Training (IET) Participants – 35; current number of completions – 20. There are 11 enrolled in classes right now.
  - High School Equivalency (HSE) – 165; current number of HSEs earned – 76. Additional credit for 7 more will be given as the students completed their classes in FY2023 but passed the exam in FY2024 for a total of 83.
  - Career Plus Students – 25; current number of enrolled students – 9 (taking classes), 1 pre-registered, 1 awaiting transcript evaluation, and 5 in the intake process.
- The second cohort of Early Childhood Basics is underway and have 10 students registered for this program. The DECAL grant will cover all of their expenses.
- A part-time instructor has been hired for Henry County that will allow us to conduct ESL classes in the morning. Also, a selection has been made to run classes in Henry County on Monday and Wednesday evenings and Saturday mornings.
- The Division is running a 50 Days = 50 GEDs promotion. In an effort to increase our GEDs, the Division is trying to encourage students to go ahead and take the GED test. Any student who earns their GED between February 29 and April 18 will have their name entered into a drawing for a prize. A few gift cards have been secured for prizes. Anyone that would like to contribute to the prizes, please contact Steve Hendrix. There are currently 16 that have earned a GED and over 30 others that have passed a part of their GED during this time.
- The College is proceeding with our candidacy for Cognia Accreditation and plan to be accredited by the end of the next fiscal year.
- Steve Hendrix met with the Human Resource Manager and her team at Piedmont Fayette Hospital on March 28 and discussed opportunities for their employees to work on the GED at the Fayette County Center (10 minutes away) and to possibly work on a CNA certification at the same time.
- Ingrid Rider-Owens and Steve Hendrix held a meeting with Inline Plastics on April 4 to discuss ESL training. Mr. Hendrix hopes to have his first Workplace Literacy class with them.

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

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

- FY2024 year-to-date, the Economic Development Division has trained 1,727 individuals in continuing education courses for a total of 22,583 hours trained resulting in revenue totaling \$228,670.00 and 661 individuals for 24 companies for a total of 2,666 hours trained. This resulted in revenue totaling \$153,557.00.
- The Division met with Entertainment Industry College Outreach Program (EICOP) representatives from Los Angeles on April 11 to discuss a program to introduce students to the various skills/disciplines required for the film and industry. They are interested in a partnership with the College and local high schools.
- Several Development Authorities have inquired about partnering for the delivery of leadership courses. Dates and times are to be determined.
- Several companies are interested in English as a Second Language classes and would like to include some of our technical courses as part of the curriculum
- Several training agreements have been made with Upson Regional Medical Center and United States Cold Storage for Excel classes. There has been a high demand for these classes. Multiple sessions are being offered and are at capacity.
- The 100-hour Welding certification program started March 15 at Spalding County Correctional Institution in partnership with WorkSource Three Rivers with nine participants.
- The current CNA cohort in partnership with WellStar started March 26 and concludes May 8 with nine students.
- The demand for Driver's Education classes increased and additional sessions are required.
- Introductory Welding and PLC classes will to be scheduled for May.
- A Stable Housing Initiative event on was hosted on April 8. Over 200 people attended and 30 families were provided with resources to find stable housing. Twenty-nine vendors/business participated. Information was shared about the college to include programs of study, financial aid, continuing education, and other college resources.
- A Summer Pre-Apprenticeship Program Information session is scheduled for Monday, April 22, from 6:00-8:00 pm. Students and employers have been invited. Over 50 students have inquired about the program and 30 are registered or ready to register for the EMPL class.

#### **5. Institutional Advancement**

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

- Last month some of the members of the Executive Council attended the annual Lamar County Chamber of Commerce awards dinner.
- The second annual Educator Externship will be held on June 11-14, 2024. Three educators from each of the eight counties that the College serves will participate in the program. Time will be spent understanding the local economy and exploring career opportunities in our industrial and allied health sectors. While at industry and medical sites, educators will meet with key leaders to learn about the mission and vision of the company, participate in a tour, and shadow employees in key occupations. The educators will be nominated by their school superintendents and upon completion of the program, the educators will receive a stipend made possible by a donation from Georgia Power. Ms. Hadley-Catter stated that she is still searching for a manufacturing company partner and will remain in contact with Ms. Cook on this item.
- The date for the 2024 Food and Wine Pairings is April 18, 2024, and the event will be held in the Frank and Constance Allen Johnson Event Center on the Griffin Campus at 5:30 p.m. The event is sold out and will benefit scholarships for Culinary Arts students. At the event, there will

be the three Culinary Arts scholarship recipients who recently returned from a three-week internship at Kendal College in England.

## 6. Institutional Effectiveness

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

- The Division is currently working on the FY2025 Perkins Budget. Estimations indicate that there will be approximately \$200,000 to spend on equipment with the majority going to purchase welders to expand that program. The Division submitted the Perkins Improvement Plan on April 5 and currently working on the final FY2024 Perkin Amendment. There will be approximately \$70,000 to move toward equipment purchases.
- The Division will publish the fourth quarterly data brief, *The Impact of CTE Programs on Impoverished Communities*, at the end of this month.
- PBI Grant Updates include:
  - FY2024 Annual Performance Reports were finalized and submitted for both the Formula and Competitive Grants. There are 92 African American Males (AAM) eligible to graduate May 10.
  - Equity From Start to Finish (Formula)
    - Total AAM Enrollment at the College: 1,299
    - Program Total Enrollment: 84, Industrial Systems-41, Machine Tool-3, Welding-40
    - Rivian Cohort is on track to earn the EM81 Electrical Maintenance Technician TCC in Spring 2024; six students will relocate to Normal, IL to continue their training in the Rivian Plant late May 2024; and two have decided to continue their studies and are working with the Equity Director to create schedules for the summer and fall.
  - KOBE (Competitive)
    - 311 students receive AVID Instruction from Dr. Nwankwo in Anatomy & Physiology 1 and 2.
    - 70 students receive instruction from Dr. Azhar in Industrial Systems, Automated Manufacturing, and Robotics.
    - A total of 381 students received AVID instruction strategies as of March 2024.
    - 28 Faculty and Staff participated in the Quality Matters Session during the College's Professional Development Day on March 21.
    - 6 faculty are implementing Quality Matters in their classes going into Fall 2024.
    - 84 students are receiving Quality Matters modified resources in COMP.
- Information Technology (IT) has AV updates scheduled this month for the Small Business Center at the Butts County Center. This will allow for presentations as well as the ability to host and receive video conferences.
- IT is currently on the process of switching over to an updated phone system called Webex Calling. This system will allow the College to comply with the new E911 regulations required by the Ray Baum's Act and replace an older system.
- The IT HelpDesk received 261 tickets received for the Month of March (average of 8 tickets/day).

## 7. Student Affairs

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

- Enrollment for spring term - 6,189 students (last year at this time - 5,241 students; an increase of 18.1%). The System is up 10.9% and the College's increase for this semester is the second highest in the System.
- Credit hour production - 49,564 (last year at this time - 41,016; an increase of 21%). The System is up 11.8% with the College as the second highest increase in the System.

- Dual enrollment for this spring term is at 2,084 students (an increase of 35.9%). The System is up 16.6% and the College is second in terms of the largest increase in the System.
- Traditional student enrollment is at 4,105 students (an increase of 10.7% for this year and the System is up 8.6%).
- For the summer, enrollment is 2,540 students (last summer, the final enrollment was 2,683 students). Summer enrollment will continue to increase with all indications that the College will have a very strong summer enrollment.
- A number of announcements and reminders were provided in the Board materials. Please note that Student Appreciation Days will also be held at the Butts, Fayette, and Jasper locations.
- Commencement is scheduled for May 10 at New Hope Baptist Church in Fayette County.
- A number of students attended the Georgia State Leadership Conference, including students from the Student Government Association, the National Technical Honor Society, and the Future Business Leaders of America. Dr. Johns expressed her excitement to report that three students placed and will move on to the next level.

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

Not called.

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

- As presented by the leadership team, a lot has been accomplished over the past several months and the College is in a good position, both financially and academically, as well as in the community. The College continues to strive in many areas (i.e. agreements with our local school systems to support dual enrollment, partnerships with local business and industry to support transition of incumbent workers, the Adult Education program). Enrollment growth has occurred over the last year and the College has been a good steward of taxpayer dollars. The College continues to have a strong position and the Technical College System of Georgia (TCSG) is doing really well. TCSG is very grateful to the General Assembly as well as to the Governor for their support of the System. Last week, the Commissioner spoke about a very good session at the State Capital in regards to TCSG and the priorities that the System has laid out aligning with the Governor's vision to support technical education and workforce development in the state. Because all 22 colleges are positioned positively in terms of enrollment, we continue to impact that. As Dr. Johns stated, enrollment is up throughout the System with over 100,000 people attending, courses in the Technical College System of Georgia. The College and the System are also working closely with USG partners to have pathways to earning Bachelor's degrees.
- Dr. Clark provided kudos to Kimberly Register for helping secure a Healthcare Workforce Board grant, which is a possibly \$480,000 to go towards five high fidelity simulation mannequins. These would be placed in the Spalding and Fayette locations. This is significant for the College because the clinicals that SCTC students are completing have that equipment and the College did not have to use State dollars for them. This grant will help to support these students as they transition into the workforce. Dr. Clark expressed his appreciation.
- There is an upcoming Smart Growth Enrollment session, led by Dr. Johns. This is a retreat scheduled for May 3 to bring a large quantity of staff together to talk about how the College can further enhance enrollment growth at the College. A review will be conducted of the different populations of students that need to be targeted. The College is looking at different industries and how we can work together Internally to ensure that we are maximizing enrollment growth. The College has a goal of 7,000 students for the fall of 2024. As Dr. Johns stated, there are ~6,200 students now so 7,000 is a reasonable goal considering recent enrollment growth and the outreach already begun in the communities. Dr. Clark has been in contact with a number of the superintendents in the service area and talk to them regularly. He also has been talking to local leaders at both the state and local levels about the work that the College is doing.



- As Barbara Jo Cook mentioned, the Food and Wine Pairing is tomorrow night and I hope to see all of you there if you already have a ticket. The event is sold out.
- Graduation, which is next month, is a time to celebrate the students and would like to have full representation from the Board of Directors. There are two keynote speakers: the Mayor of Fayetteville is going to be speaking at the morning graduation and the President and CEO of the Development Authority for Fayette County is speaking in the afternoon session. Dr. Clark expressed his appreciation of all of the Board's support of the College.

## **I. ADJOURN**

Ms. Hadley-Catter thanked everyone for their attendance. The next Board meeting has been scheduled for June 12, 2024 at 7:30 a.m. There being no further business, the meeting was adjourned at 8:12 a.m.

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Dr. Irvin T. Clark III, Executive Secretary