

**Central Georgia Technical College  
Board of Directors Meeting Minutes  
January 17, 2012**

<b>Board Members Present:</b>	
Mr. Robby Whitehead	Mr. David Danzie
Dr. Sarah Hawthorne	<del>Mr. Charlie Ross</del>
<del>Ms. Dorothy Walker</del>	<del>Mr. Mike Bowers</del>
Mr. Robert Landau	
Mr. Robert Ray	

<b>CGTC Representatives Present:</b>	
Dr. Michael Moyer	Dr. Hazel Struby
Ms. Dana Davis	Ms. Tonya McClure
Dr. Eddy Dixon	Dr. Elizabeth Hibbitts
Mr. Hank Griffeth	Ms. Deborah Burks
Ms. Becky Lee	Mr. Lionel Doss
Mr. Gardner Long	Ms. Sallie Devero
Ms. Elaine Truelove	Mr. Tony Turner
Ms. Pennie Strong	Ms. Carrie Sullivan
	Dr. Joan Thompson
Visitors:	Ms. Linda Hampton
	Mr. Ben Hall

**Call to order:**

Mr. Robby Whitehead called the January 17, 2011 meeting to order at 10:30 am on the Macon Campus. Mr. Hank Griffeth gave the invocation and led the pledge of allegiance.

**Presentations:**

There was no faculty or student presentation for the January 17, 2011 meeting

**Approval of Minutes:**

The November 15, 2011 minutes were approved as submitted

**Division Reports:**

**Academic Affairs**

- The Crawford County Campus and Crawford High School continue to work towards a College and Career Academy.
- Rick Sharon, Business and Industry Services Specialist for Crawford and Monroe Counties, and Becky Lee, Vice President for Economic Development, attended a meeting at Fort Valley State University in late November regarding an outreach program for the unemployed in Crawford County. This will be a joint program between Fort Valley State University Community Outreach, the Department of Labor, and CGTC. CGTC tentatively agreed to make two classrooms available for the event; the Department of Labor will also bring down a trailer/classroom for the event. The outreach program will be offered on January 25

between 9 AM and 4 PM. Courses will be offered in preparing resumes, conducting interviews, researching employment postings, and GA Work Ready Testing.

- Work Ready Tested 19 students at Mary Persons High School. Work Ready Tested 11 members of Leadership Monroe in October.
- Carrie Dietrich, Dean of the Putnam County Center, attended Apply to College Day on Thursday, November 3, at Putnam County High School and assisted high school seniors with their college applications through GACollege411.
- Friday, November 4, the CGTC Putnam County Center cohosted a job fair with Goodwill's Job Connections. It was a very successful event—124 people attended. Ms. Dietrich would like to recognize and thank Career Services and the Putnam staff for all the hard work done to make this event successful. She would also like to thank board member, Bob Landau, for coming out to support the event.
- Various invasive cardiovascular supplies were donated to the Cardiovascular Technology program by The Henry Medical Center, Stockbridge, Georgia, during September. The supplies included the following: two types of femoral artery closure devices, multiple diagnostic catheters, sterile gloves, embolization coils, embospheres, declotting catheters, radial closure devices, sheaths, injector tubing, wires, inflation devices, micro catheters, biopsy and access needles, angioplasty balloon catheters, and a paracentesis kit. A roughly calculated retail cost of the above listed items is approximately \$17,149. Henry Medical Center was delighted to know the equipment would be utilized for educational purposes for invasive cardiovascular students.
- To help increase enrollment in the Biotechnology program, Eric Wessinger, Biotechnology Program Chair, is working with CGTC's Public Relations department to develop Biotechnology-specific advertisements. In addition, Dr. Wessinger has been presenting the program to CGTC students. Between September 27 and October 4, he presented the program to 15 groups of students. Also, plans are to establish an articulation agreement with Hutchings Career Center allowing Hutchings' students who are taking Biotechnology-related courses at Hutchings to receive credit for CGTC's BTEC 1010 (Introduction to Biotechnology) course.
- To help with limited laboratory space for Biology, Chemistry, and Clinical Laboratory Technology courses in the H-Building, these courses will be sharing space in the Biotechnology lab. The target date for the Clinical Laboratory Program to move into the Biotechnology lab is before the end of Fall Semester. Dr. Wessinger has completed the major requirements within the Biotechnology lab to facilitate the Clinical Laboratory Program move.
- All Emergency Medical Services (EMS) classes are contributing community service time by assisting in the Region V EMS Cans for Children drive which fills local food banks and shelters in the Region V area. EMS students will be partnered with local EMS services to assist in can collecting. Last year the drive gathered over 46,000 canned food items. The drive runs from November 1 to December 1.
- Terry Wilkins, Health Department Head/Practical Nursing Program Chair, gave the welcome address at the opening of the Georgia LPN Association Convention on Monday, October 31. The convention was held in Macon and had about 200 attendees.
- The Junior Dental Hygiene class went to the Georgia Board of Dentistry meeting and numerous students also attended the Leadership Conference.
- The Dental Hygiene students are going to the Ronald McDonald house during December to make cookies and ornaments with the children.
- Joni Johnson, Information Technology Instructor (CCNA, MCSE, MCP, CCNP, CCAI, CIT, BCAN, BCMSN), has been encouraging all her CCNA Security students to focus on both the CCNA Security and the CompTIA Security Plus certifications. The CCNA Security class prepares students for both the CCNA Security certification AND it is approved by CompTIA as an official training tool for the CompTIA Security Plus exam. Two students—Orrin Carstarphen and Chris Shelley—passed the CompTIA Security Plus exam AND as a result of being Security plus certified, they were hired to work as network engineers at Robins AFB.

Another student, Dionte Montford, who passed the CCNA exam after completing CGTC's online Cisco CCNA program, has been employed in Network Support Services for AT&T in Atlanta.

- Jay Kramer, Criminal Justice Technology Program Chair/Instructor, has been nominated to be on the Board of Directors for the Crossroads Counseling Center. Crossroads Counseling Center is a not-for-profit counseling and education center. Established in 1998 at Martha Bowman Memorial United Methodist Church, it is affiliated with congregations in the Middle Georgia area. Believing that wholeness is possible when the mind, body, and spirit work together, their staff of professionals is committed to a holistic approach to counseling. The Crossroads Counseling Center provides counseling for individuals, couples, families, and groups. Spiritual guidance and short-term crisis intervention are available as well as play therapy for children and adolescent counseling.
- Anita Daily, Early Childhood Care and Education Program Chair, received the Fan Brooke Award for Grass Roots Leadership on October 14 from the Georgia Association on Young Children.
- On October 13, the child care lab had its annual visit from the Georgia Department of Early Care and Learning (DECAL) and received a perfect score! There were no findings or compliance issues with CGTC's daycare center! Congratulations to Ms. Dailey and the childcare center staff.
- Santa Claus arrived at the preschool on Thursday, December 8. Reggie Green, Learning Support Program Chair, was Santa. He and the kids had a lot of fun.
- Janie Pierce, Cosmetology Instructor on the Macon Campus, and ten of her students volunteered at the Susan G. Koman Race for the Cure, on Saturday, October 15. They did manicures and hair decorations for race participants and children of participants. The students especially enjoyed doing the hair and nails of cancer survivors. This is the second project Ms. Pierce has initiated for her students to show them they can use their skills as hairdressers as a service to others in their community.
- Judy Jaeger, Emergency Management Program Chair, requires students to view two "case study" videos in the EMYT 1126 Hazardous Materials Awareness course. (This course instructs students in the use of the Emergency Response Guide, so that by location, type of container, and various color schemes and/or markings, they can safely identify hazardous materials and know the correct personal protective equipment needed and the safe evacuation distance from each substance.) The videos the students must watch were produced by the U.S. Chemical Safety Board and include the fire and explosion at the Imperial Sugar Refinery in Port Wentworth, Georgia.
- In addition to the videos, Ms. Jaeger has resorted to using creative means to teach Hazardous Materials Awareness to her students. In addition to the 206 PowerPoint slides used in this class, Ms. Jaeger created twelve 8X10 pairs of illustrations of the various hazardous materials shipping containers and added one "Wild Card," which would match any item on the board. All 25 signs were numbered and taped to the wall, face down. The class was divided into two "teams," each team choosing a student to represent them by calling out numbers and attempting to match pairs, earning points for their team. At another point during the semester, students were given a crossword puzzle to solve. The "clues" were definitions to words the students had defined as one of their homework assignments. The correct vocabulary words completed the puzzle. Playing "games" in the classroom stimulated teamwork among the students and refreshed their memory a short time after they submitted their "Key Terms" definitions. Hopefully, the games reinforced learning by offering serious course material framed a little differently. (Of the nineteen students enrolled in the course, only two do not have passing grades at the end of the semester.)
- Robins Air Force Base is conducting the first interviews for the co-op program since the implementation of new guidelines and new semester curriculum. CGTC's Aircraft Structural Technology had 30 students who qualified for interviews. We will be advised regarding the number of students selected by early January.
- During fall semester 2011, 44 library research instruction classes were taught to 645 students. Assessment surveys were administered at the end of each class. Student responses reflect a 90 per cent satisfaction level with library instruction content, usefulness, and questions answered.
- Library satisfaction surveys were administered to students in the Macon and Milledgeville campus libraries during the week of November 14-18, 2011. 450 completed surveys were collected. 97.5 per cent

of the respondents indicated the library was easy to use and 96.5 per cent said they were satisfied with their overall visit to the library.

- Reviewed FY 2012 Library Survey Highlights
- Sherian Gault has been hired as the full time program assistant for the Data Entry Department.
- Rhonda Koplín and Michelle Riggins are new full-time instructors Bibb County Adult Education.
- Special Project Update – DREAM Team: Mr. Horace Holmes has served as an advocate for our Certified Literate Community Program (CLCP) collaborative and has helped solicit support to engage the business community. In an effort to promote a business summit to build awareness about the economic impact of a low performing workforce, Mr. Holmes arranged for meetings with Bibb County Board of Commissioner's Chairman Sam Hart, Macon Mayor Robert Reichert, Board of Education Superintendent Dr. Romain Dallemand, and Bibb County Chief Administrative Officer Steve Layson. Both the city and county are working with the AEP to develop a plan that would encourage city and county workers to enroll in the AEP to remediate skills and/or re-engage educational opportunities.
- After having compiled the necessary research, rationale, and core documentation, the grant strategic plan process has been completed. The Barbara Bush application was submitted for \$63,250, and the recipients will be announced in April 2012.
- AEP assets attributed to the AmeriCorps VISTA grant amount to an average of \$300,000 in resources each year and have exceeded \$2 million over the past six years (12 VISTAs, 35 hrs/wk, 50 wks, \$18/hr). This year the AEP was offered a continuance of AmeriCorps funding.
- Macon Children Promise Neighborhood has included \$30,000 in their application to support the adult education needs of the parents targeted by this project. Sharon Cloud has been named as the Design Team Chairperson for Post-secondary and Career Development.
- A mini-grant was awarded from the state to underwrite the cost of AEP distance learning instructors. Currently, grants are funding all of the 13 positions dedicated to this program (serving 94 students within Career Connection Centers provided by community partners and facilitated by VISTA Members).
- A funding model has been developed to expand our pursuit of grant funding. Over 20 funders have been identified that support \$5,000 grants. We have started applications for grants totaling up to \$100,000 in funding potential to cover the next 12 months.
- Learning Support Services (Distance Learning Program): Since July we have enrolled 94 people. Most of these students assessed in the two lowest skill levels, yet those assigned to Career Connection Centers appear to be thriving in our neighborhood-based model. Of the 94 students in this program, 79 remain active (84 percent retention rate). Forty active students attained enough hours to post-test by the end of this period (14 or 35 percent completed a level, 4 did not complete a level, 6 have issues preventing them from testing, and 6 remain to be tested while we remediate key challenges). A Career Connection Center has been established in the Office of Workforce Development and is being used as part of a collaborative plan to blend partner services. The LSS team was asked to present the program at the Fall Conference. As a result of that session, two SDA's are working with us to replicate this program. The session was attended by another presenter from the state of Washington; following the session she requested materials so that she could present this strategy to her team.
- Awards and Recognitions: Sharon Cloud attained her Masters Degree in Adult Education and was recognized by the Mayor's Office by Proclamation for her work in the establishment of the Shalom Zone program. The group has represented the AEP in community events and has been recognized by the SILK Book Club for Outstanding Partnership in the Annual Health Fair, the NAACP with the President's Community Service Award, and the Macon Housing Authority.

#### **Administrative Services**

- The FY2011 Audit is complete with no material misstatements found by the State Department of Audits. The exit conference with Dr. Moyer was held on Nov. 21.
- On December 15 the Business Office was audited by the Office of Workforce Development on our WIA Bibb County grant for fiscal year 2011. The audit found no abnormalities or misstatements.

- **Budget Amendment 3 was approved as submitted**

### **Economic Development**

- LaTrenda's World of Learning Day Care became the first day care center in Macon to receive National Early Childhood Program Accreditation this summer after almost two years of work. CGTC's Continuing Education Dept. has provided 670 hours of customized day care training to their employees during that time. In addition to several customized training sessions, workers at LaTrenda's also took our Professionalism in the Childcare Setting and Child Abuse classes. (Telegraph article attached)
- Bibb County has assessed 335 seniors at Central and Southwest High Schools. For the first time, seniors scoring at Gold Level or above received a \$50 gift card through the Middle Georgia Aerospace Workforce Alliance regional grant. As a result, the number of Gold and Platinum awards doubles as compared to the previous year.
- In addition to Bibb County, 55 seniors at Baldwin County were assessed as well as 17 students at the Macon Youth Development Center.
- The Governor's Office of Workforce Development has implemented several changes in the Georgia Work Ready Program resulting in a temporary suspension of GWR assessments at the high school level.
- A 4 hour weatherization class for required 4 hours of continuing education for HVAC contractors was conducted in Milledgeville. The class focused on weatherization techniques/ benefits and featured our audit equipment through power point/short videos and demonstration. Roland Pless and Aaron Lovejoy demonstrated Blower Door/Duct Blaster and Infrared Thermo-graphic-set up and use for recording home energy data. The contractors were very interested, had great input/interaction, and evaluated the class as excellent. A follow-up to determine if the contractors would like to extend their business to include home weatherization and thereby create potential positions for future graduates of the Certified Weatherization Installer program is ongoing. The same class will be offered to Macon contractors in January.
- Two promotional "Save Money with Weatherization" classes for Homeowners were held on 10/15 and 11/17 to give an overview of the techniques of weatherization, audit technology and relay low cost/no cost energy saving tips. We will continue to hold the 3 hour classes periodically to promote weatherization to homeowners to help them to save energy, dollars and create potential jobs for future graduates.
- Oversize Load Pilot Escort training – classes continue with good reviews from each class.
- A customized 32 hour PLC course began on December 10, 2011 for employees of Nichiha USA's maintenance and engineering team. The course is taught on Saturday from 8:00 AM – Noon the Macon Campus
- A customized 44 hour Cisco Certified Network Associate Prep course began on December 1, 2011 for 6 engineers working for contractor Monterey Consultants on Warner Robins AFB. This course is offered on Thursday evenings from 6:00 PM -9:30 PM.
- ACT WorkKeys Profiling continues with three jobs at BLC Hardwood pending Governor's Office of Workforce Development approval to proceed. Two job profiles have been completed for graphic Packaging with two more scheduled for the first quarter of this year.
- Ann Lear was recognized with a Certificate of Appreciation at the ASTD Best of 2011 Chapter Meeting in Atlanta on 12/5/11 for serving as the Chairperson for the Macon Geographical Interest Group (GIG).

### **Student Affairs**

- Student Affairs is pleased to announce that Dr. Jasper Foust is Acting Director of Admissions. He has been the Assistant Director of Admissions for two years and is ready to lead the Admissions Team. Brandon Elam is Acting Registrar. He has been a part of the Student Affairs team for seven years, works closely with the Registrar Office and is ready to lead the Registrar Team.
- Brandon Elam, is working on CGTC's GATRACS data for the public college statewide transfer of credit portal for Georgia college students to check possible transfer of credit.
- Jackie White, Financial Aid Director, is working on the New HOPE Grant GPA Requirements. TCSG is creating a program that will help track the hours and grades that must be implemented by January 2012.

- With the Fall Semester 2011 grade process the Quarter to Semester conversion for students with any quarter academic history will be converted to semesters and indicated on their transcripts. Brandon Elam, Acting Registrar, is managing this process.
- The Student Recovery Team has been focused on advising students and calling those who did not register.
- The After School Program with Heritage United Methodist Church is going well. Plans are being made for the 2012 Street to Success Summer Enrichment Program.
- The Rocky Creek Gymnasium held its first game last month. Average attendance has been 175 with a high of 355 when the team played Middle Georgia Technical College. Our student organizations have been working the concession stand and splitting profits with the booster club. On average our groups are raising \$250 to put towards their activities.
- Before the start of the first home game the teams held a "CGTC Cougars Meet and Greet" at Amstar Grand IMAX Cinema. The teams signed schedule posters, posed for pictures, and promoted the upcoming season to fans.

Records: Men's Team: 5-4                      Women's Team: 5-6

The teams will break for Christmas and begin playing games again on December 30.

- The Cardiovascular Tech students will be holding a blood drive sometime during the month of February. The drive is in conjunction with the American Red Cross. They recently held a party for the Ronald McDonald House. The spring semester student activities calendar is almost complete and will be posted soon. Movie Day dates have already been scheduled and other activities will be planned.
- The Career Services Office offers a variety of programs designed to assist students in developing and managing effective career planning. Current students and graduates are encouraged to regularly view the vacancy listing to stay current with daily updates. Resume referral, individualized job search assistance, and occupational information services are also available.

<b>Numbers</b>	<b>Career Services Assistance</b>
55	Walk in visits from students for assistance in career services
8	Resumes completed on optimal resume (eligible)
22	Jobs posted on job database
18	Jobs posted since <b>Nov.4</b>
5	Students provided with career guidance counseling (one on one service)
234	Job Alerts

- Professional Testing Center and GED staff provided testing services to a total of 666 people between November 4 and December 9.

<b>Numbers</b>	<b>Testing</b>
173	Students tested for placement on Campus and Asset (Macon Only)
8	Remote Testing Compass for other colleges
52	Pest Control Exam
1	CLEP Exam
5	ACT High Stake Tests
103	Georgia Work Ready (Work keys testing)
24	PSB Exam
8	Federal WorkStudy application processed
79	SAT (Nov. 5,2011)
22	Police Department (P.O.S.T.)

13	ProMetric Exam
0	High School Compass/ASSET
2	Proctoring
0	NOCTI(NEW)
0	Certiport(NEW)
11	Pearsonvue(NEW)
0	Surgical Tech Exam
165	November GED Testing

<b>Date</b>	<b>Conferences/Workshops/ Online training/ Career Fair &amp; etc.</b>	<b>Description</b>
11/15-11/17	ACT's 24 <sup>th</sup> Nat'l Compass Conference Hilton Head SC	Workshop provided update Compass information (Benita Stallings, and Veronica Gray)
11/18-20/2011	Attended the 2011 Georgia Fall Leadership Conference	Provided Leadership workshop and activities for the Student Organizations, 66 CGTC students and advisors attended. Conference provided excellent leadership and networking opportunities for students who are members of various Student Organizations available at colleges that are part of Technical College System of Georgia (TCSG). Students participate in interactive leadership sessions and network with peers. (Tony Turner, Benita Stallings, Latasha Hutcherson, & Veronica Gray)
11/29-12/01	Value-Based Résumé Training – Silver Level, Macon, GA (GA Dept. of Labor)	Concentrate on professional and executive level value-based résumés and cover letters. Successful completion of this highly interactive training provides advanced expertise focused on marketing strategies through résumé and cover letter that get interviews for job-seekers at any level of job skills and responsibilities. (Veronica Gray)
11/30	Field visit with employer: Akridge Realty	Discussed position Akridge Realty has open. (Latasha Hutcherson, and Tony Turner)
12/3 – 12/7	Attended SOACE Conference - Southern Association of Colleges and Employers	Networked with career service & college recruiting colleagues. Received up-to-date information on trends and issues. Explored new and emerging technologies. Shared challenges and solutions with peers. Learned about new products and services that can help cut costs and increase productivity. (Tony Turner, and Latasha Hutcherson)
12/8/11	Illuminate Session , KMS Data Center Training	This training focused on the newly upgraded KMS website. TCSG Data Center Staff provided a tutorial of the upgraded site. Training covered topics related to Banner Data Input, Report Selections, Deadlines, and how DOL (Department of Labor) and TCSG work together with data sharing.

### Technology

- New Internet services have been installed at the Crawford Center, Putman Center, and Monroe Center. The Monroe campus now is routed through the Macon campus which allows for a straight forward control

of both internet and mail filtering. This allows us to only have to manage these services in Macon rather than both Macon and Monroe Center. Monroe is our first center to be managed in this matter.

- The Banner 8.5 Upgrade will be completed between December 21 – 23. This upgrade includes a number of new features, including improved BannerWeb security, PCI compliance improvements and DegreeWorks enhancements.

## **Advancement & Public Relations**

### **Public Relations**

- Macon State/CGTC/MGTC articulation agreement signed 11/29/11
- 2011 Annual Report – Published and distributed
- Campus Signage
  - Macon campus – monument sign completed and installed
  - Monroe County – completed and installed
  - Jones County – meeting with Keep Jones Beautiful to discuss sign project on 12/20/11
  - Milledgeville campus – meeting with sign company in early January

### **Foundation/Advancement**

- Over \$12,000 was distributed for student scholarships for spring semester
- External Annual Fund Drive
  - Drive ongoing, \$5,000 collected to date
  - We need 100% participation from our boards, so please turn your forms into Tonya McClure.
- Grants update
  - Peyton Anderson – denied, but asked to resubmit in April 2012
    - Seeking funding towards purchase of Toys R Us building for the Central Georgia Advanced Manufacturing and Industrial Center
  - Charles H. Jones Foundation – approved
    - Seeking funding towards purchase of Rhodes Building for the Central Georgia Advanced Manufacturing and Industrial Center
    - \$400,000 lead donor gift
  - Putnam Career Academy Grant – approved
    - \$2.6 million
  - Community Block Development Grants (Due April 1, 2012)
    - Putnam
    - Twiggs
  - Areas of research
    - Solar power
    - Adult Education Program
    - Expansion of childcare program/facilities
    - Student scholarships
- Harmon & Harmon AEP Raffle
  - Kickoff February 1 via social media
  - Raffle committee will sell tickets at the following locations:
    - Harmon & Harmon locations
    - AEP Office
    - CGTC Foundation office
  - Dessert reception on March 15 to announce winners
  - \$10/ticket
- Next Board of Trustees Meeting – January 24

### **Presidents Report:**

Reviewed TCSG's 2012 Legislative Priorities

Reviewed FY2013 Capital Outlay

**Being no further business at hand the meeting adjourned.**

A handwritten signature in black ink that reads "Michael D. Moyer". The signature is written in a cursive, slightly slanted style.

Executive Secretary