

**Central Georgia Technical College
Board of Directors Meeting Minutes
July 19, 2011**

Board Members Present:	
Mr. Robby Whitehead	Mr. David Danzie
Dr. Sarah Hawthorne	Dr. Debbie Revis
Ms. Dorothy Walker	Mr. Charlie Ross
Mr. Robert Landau	Mr. Mike Bowers
Mr. Robert Ray	

CGTC Representatives Present:	
Dr. Michael Moye	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
Visitors:	Dr. Joan Thompson
	Ms. Linda Hampton
	Mr. Foster Bell (presentation)

Call to Order:

Mr. Robby Whitehead called the July 19, 2011 meeting to order at 10:35 am on the Macon Campus. Ms. Becky Lee gave the Invocation and led the Pledge of Allegiance.

Presentation:

Mr. Foster Bell, Academic Success Center Director, updated the board on the services and programs provided by the Academic Success Center.

Approval of Minutes:

The May 17, 2011 meeting minutes were approved as submitted.

Dr. Joan Thompson, Associate Vice President for Academic Affairs reported on the following for Mr. Hank Griffeth:

- Carrie Dietrich, Putnam County Center Dean, is working with Student Affairs to schedule a campus tour for the Predominately Black Institute grant (PBI) summer camp group at Putnam.
- Faculty scheduled 208 class visits to the Library (a 58% increase over FY2010), providing 2,905 students with hands-on training in how to find and use resources that support their programs of study. 63 of the sessions (724 students) were to Learning Support classes – better reaching students new to the college and who may be most at risk.
- The Macon Library averaged 435 visitors per day for a yearly total of 89,211 and the Milledgeville Library averaged 177 visitors per day for a yearly total of 36,822.

- Dental Hygiene had an 85 percent pass rate (11 of 13 students) on the National Dental Hygiene Board Examination and the Central Regional Dental Testing Examination this year. This is an improvement over the 79 percent pass rate for National and 42 percent pass rate for CRDTS last year. Dental Hygiene Program Chair April Catlett is hoping for 100 percent pass rate next year on both.
- Due to the increase of students interested in the Medical Assisting program, starting fall semester, the program will be a competitive admission program as the other allied health programs are.
- Seven Radiologic Technology students have taken and passed the registry. The lowest grade so far is an 84. We have ten more students scheduled to take the exam within the next three weeks. Radiologic Technology faculty believes we will have a 100% pass rate again this year.
- Also out of the 17 students who graduated in June:
 - Two students were accepted to Emory to pursue their Bachelor's degree in Radiologic Science. Emory has accepted all of our college credits.
 - One student has been accepted to Grady's Radiation Therapy School and will begin in September.
 - Four students are continuing their education in MRI or CT here at CGTC.
 - Four students have found full time employment, and four have PRN jobs.
- The junior class is also finding part time employment as PRN student radiographers. Out of a class of 19, 9 students have PRN jobs at Oconee Medical Center and/or the Medical Center of Central Georgia.
- Elizabeth Majors, who represented CGTC's Early Childhood Care and Education (ECCE) program in the Preschool Teaching Assistant competition, won the Gold Medal in State SkillsUSA competition. Ms. Majors went on to represent Georgia in the National SkillsUSA competition and won the Silver Medal in national competition. She is our first ECCE state winner and only contestant to go to National. We are so proud of her and are pleased to have her as our fulltime Child Care Lab teacher. Deborah Higgins serves as her sponsor from the ECCE department and attended the National Competition with her.
- Over 35 Aircraft Structural Technology students qualified for interviews for co-op positions with RAFB. Mike Skelly, Program Chair for Aircraft Structural Technology, recently learned that Triumph in Milledgeville has five openings for which our students qualify. Lockheed continues to hire our CGTC AST grads.
- Jeff Cope, Program Chair for Geographic Information System (GIS) and Drafting, has just returned from a conference in San Diego working with schools across the United States to develop two GIS classes that will be offered at schools that have a Geographic Information Systems Program. These classes will allow students who wish to transfer to a different school to receive credit for these classes no matter which school they transfer to. They will also be discussing other classes to look at that will also align with in each of our programs.
- Stewart Watson, Electronics Technology Program Chair, attended NIDA training in Melbourne, Florida. The new ILE package is being developed to fit State Standards.
- The Metrology program received \$3,000 in scholarships for Metrology students from the National Conference of Standards Laboratories International (NCSLI). This makes about \$24,000 over the past six or seven years.
- The AEP, through its AmeriCorps VISTA initiative, has established 7 Career Connections Labs (CCL) (6 in Macon and 1 in Milledgeville) so that students and citizens can access computers working towards their GED diploma, GA Work Ready Certificate or general improvement of their academic & computer skills. 10 AmeriCorps VISTAs support this effort.
- During FY '12, the CCLs will support a collaborative project between AEP teachers and VISTAs where students with low literacy skills will be assigned to the labs for structured, ongoing tutoring. Participation and academic progress will be closely monitored.
- Financial Literacy (FL) is more than a "job target" for SDA 30, it is an opportunity for us to expose our students to financial information that can help them secure resources needed for self-sufficiency.

Money Smart, an FDIC sponsored program, is the computer based instructional curriculum that will be used. It is made up of 10 modules; each has a certificate of completion available after completing it. FY 2011 results are below:

Money Smart Pilot Program - SDA 30 Statistics - FY 2011

# of Students Completed Modules									
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
3	1	3	2	4	2	0	0	0	25

*The initial program used in Bibb County was the Wells Fargo Hands On program. 94 students participated.

Ms. Elaine Truelove, Vice President of Administrative Services, reported on the following:

- The FY2011 Budget was amended to reflect the following amendments:
 1. State Career Academy Funds awarded - \$ 166,667
 2. Additional DJJ Funds awarded to increase Personal Services budget - \$ 1,666
 3. Increase in Bond Funds and Decrease in State Funds - \$300,000
 4. Increase in Adult Literacy Funds - \$ 4,608
 5. Additional Adult Literacy local Funds awarded - \$ 65,000
 6. Dept. of Corrections grant awarded - \$ 12,000
 7. Misc. Income budget reduced to reflect actual revenue received - (\$ 33,900)
 8. Estimated Carryover funds from FY11 - \$ 708,223.27
- Fiscal Year 2011 closed on July 22. Therefore these reports may change slightly. Once closed, the Business Office staff will prepare the GAAP Financial Statements, SEFA, Budget Basis Statement, and Cash Flow Statement for the college. These documents will be audited by the Dept. of Audits in the fall.

Ms. Becky Lee, Vice President of Economic Development reported on the following:

- After their initial computer course in September, 2010, the U. S. Attorney's Office in Macon asked our Continuing Education Department to help them transition from Word Perfect to Microsoft Word by customizing our Basic, Intermediate, and Advanced Microsoft Word classes. We plan to train 50 of their employees during July and August, 2011.
- Work Ready Job Profiling is in progress at Graphic Packaging and BLC Hardwood Flooring in Macon. Four jobs are being profiled for Graphic Packaging and six for BLC Hardwood.
- The number of individuals certified Georgia Work Ready in CGTC's service delivery area has increased 21% since January, 2011. According to the latest figures posted from the Governor's Office of workforce Development, there are a total of 10,176 certificate holders in the seven counties we serve.
- Work continues to develop a local Special Interest Group in conjunction with the Atlanta Chapter of the American Society for Training and Development to offer professional meetings that include high-quality presentations for training and development practitioners. An event to showcase the benefits of participation is tentatively scheduled for September 13 pending results of a survey of local interest.
- On July 7, 2011, a general overview of CGTC with special emphasis on our role in the relocation of new companies to central Georgia and the expansion of area existing industry was presented to the joint Leadership Classes of the Macon Economic Development Commission and the Development Authority of Monroe County.

Mr. Gardner Long, Vice President of Technology, reported on the following:

- Technology is supporting computer labs for the Summer Enrichment Program at the following

locations:

- 403 Harris Street Eatonton, GA 15 systems.
- Eatonton Early Childhood Development Center, 305 N MADISON AVE Eatonton, 7 systems.
- Heritage 4116 Houston Avenue, Macon 4 systems.
- Technology has installed dual displays in five computer labs on the Macon and Milledgeville Campuses to support the use of eBooks in the Business Administrative Technology Program. This will allow students to view their course materials on one display while completing their work on the other. Dual displays were installed in B116, B128 and B130 on the Macon Campus, and B106 and B107 on the Milledgeville Campus. The Instructor stations in these labs also have triple displays, with the addition of the projector in each lab. We look forward to the continued and growing impact of new technologies such as eBooks, handheld devices and smartphones on the pedagogy at CGTC.
- CGTC will be providing 60 computer systems to the Digital Bridges Program in Milledgeville for redistribution. These are serviceable computer systems which would otherwise have been sent to surplus. The transfer of these systems will occur once the receiving nonprofit organization has been identified and all the paper work is complete.
- CGTC's IP teleconferencing bridge continues to provide service for our agency and students in these tough economic times:
 - 9 sections (sites) of Distance Ed Classes Eng-1012 (2), ACC-2154 (5), and SCT-100 (2).
 - Friday, July 1, 2011, we hosted 5 colleges work with TCSG on the College and Career Academy Grant Workshop
- Technology has established a temporary point-to-point wireless connection for IP telephones in the new bookstore, located in the former Goodwill building. A vendor has been identified to provide the conduit necessary to establish a permanent fiber-optic connection between the J Building and the Goodwill building to provide full network service.
- The open computer lab for Macon has been relocated to B202. We currently have 5 work-study students scheduled to help provide assistance to students using the lab. This will give us 100 hours of assistance per week. The open lab is available 8:00am – 9:30pm Mon-Thu and 8:00am – 3:00pm Friday. While not assisting in the open computer lab, the work-study students will be assisting our technicians with computer support incidents.
- Ben Hall attended the GATRACS (Georgia Transfer Articulation Cooperative Services) kick-off meeting and training sessions on June 1-2, 2011 at Macon State College. GATRACS is a cooperative project involving TCSG, the University System of Georgia, the Georgia Department of Education and the Georgia Student Finance Commission. The goal of the project is to create a transfer articulation portal in conjunction with Georgia 411 in order to facilitate transfers between Georgia institutions of higher education. The CGTC IT department's role is to help facilitate the required data transfers and automated processes for this project.

Mrs. Dana Davis, Vice President of Facilities & Ancillary Services, reported on the following:

Briefly updated the board on the status of current campus wide projects

Dr. Eddy Dixon, Vice President of Student Affairs reported on the following:

- The official TCSG 7-Day Deadline for beginning of quarter enrollment is July 19th. Current unofficial data indicates a total enrollment of 4,322 for Summer Quarter 2011.
- The deadline for reporting graduates to TCSG is July 31, 2011. The Registrar's Office is currently reviewing students classified as leavers to determine if they have completed enough credit hours to earn a technical certificate or diploma, but did not apply for graduation.
- The Admissions office is in the process of updating the online admissions application, GACollege411 information and placement score information in order to meet state requirements for the semester conversion.
- The Financial Aid Office is also preparing for the semester conversion by updated the College's Electronic Application to Participate in Title IV Aid.

- The Student Support Center is wrapping up Summer Quarter Advisement and registration. On official registration days alone, the Center served more than 1,800 students either through face to face interaction, phone calls or emails.
- Career Services provided career guidance, resume assistance and other general support to a total of 151 students since May at both the Macon and Milledgeville Campuses. A total of 49 job orders were placed from companies seeking workers.
- The Career Services staff has participated in a number of professional development and recruitment activities in order to expand the services available to current students and alumni. Some of these activities include:
 - Value-Based Resume Writing Training in Valdosta on May 25-26.
 - A visit to American National Insurance Company in May to discuss employment opportunities for students.
 - A tour of Plant Scherer in Juliette during June and a meeting with HR Representative, Agnes Thompson.
- Ms. Thompson was also invited to speak at a Special Populations workshop held at CGTC to discuss non-traditional student employment opportunities at Southern Company.
- Attendance at the NACE Conference and Expo in Dallas during the first week of June. This conference is a networking event that introduces the latest trends and research related to occupational preparation and industry hiring needs, shares common practices and encourages professional development among members. More than 1,200 business, industry and higher education professionals attended.
- Attendance at the annual GACE Conference in Pine Mountain. This conference links employers with career services professionals in order to provide professional development and promote ethical standards, among other goals, in an effort to better serve students and graduates. Approximately 200 professionals from across Georgia were in attendance.
- Professional Testing Center staff provided testing services to a total of 489 people since May:

COMPASS & ASSET:	455
Remote Testing COMPASS (for other colleges):	16
Pest Control:	12
ACT High Stakes:	9
CLEP:	1
Georgia Work Ready (WorkKeys):	338
PSB:	159
SAT:	55
GED:	410
P.O.S.T:	63
ProMetric Exam:	64
High School ASSET:	10
Proctoring:	11
Microsoft Certiport:	0
NOCTI:	8
Pearsonvue:	64

- The Fall Semester student activities calendar is progress. One of the events already slated for October is the return of the DUI simulator to be set up on campus during National Alcohol Awareness Week.
- Welcome Back Week was hosted on July 5th and 6th. Several local vendors were in attendance and information was provided on the resources available through the Career Services Office.
- The men's and women's basketball teams are completing their 2011 signing classes and will begin preparing for the upcoming season within the next few weeks.

- Fala Bullock has been named CGTC's Head Women's Basketball Coach.

Ms. Tonya McClure, Executive Director of Advancement & Public Relations, updated the board on the following:

Advertising

- Fall advertising new recruitment campaign began July 4
- Adult Ed program advertising ongoing

Special Events

- Milledgeville Groundbreaking Ceremony - Center for Health Sciences
 1. July 29 at 11 am
 2. Lunch will be served immediately following short program
 3. Please contact Tonya McClure or Carrie Sullivan if you plan to attend
- Midsummer Soiree
 1. Date: July 23, 2011
 2. Location: Healy Point County Club
 3. Flyers in packet
- Georgia Power
 1. Student event to highlight I&C Academy
 2. Date to be determined, mid-September

Foundation/Advancement

- Summer scholarships awarded: \$4,650
- Board of Trustees meeting is on August 11th
- Feasibility study update
 1. Community interviews/meetings completed
 2. Awaiting complete report from Dr. Sheila Stille, due August 11
- Grants update
 1. Please see attached report
 2. Peyton Anderson – due August 1
 - Seeking funding towards purchase of Toys R Us building
 3. Areas of research
 - Adult Education Program funding
 - Expansion of Childcare program/facilities

See Grants update Attachment B

Dr. Mike Moya, President, reported on the following for Ms. Deborah Burks, Executive Director of Institutional Effectiveness:

- **TCSG:** Program Integrity Regulations: Distance Education Management Processes (see attachment A); The IE Office will serve as the primary contact for the Institution temporarily.
- Perkins 2011(**\$1,458,586**) – Final amendment submitted on June 6, 2011 approval received June 15, 2011. The budget as of 6/29/11 was 95.3% expended. All approved positions for 2011 except Learning Support faculty and tutors for both learning support and general education, rolled to 2012.
- Perkins 2012 (**\$1,277,886 a 12.4% reduction from 2011**) – First submission completed prior to the due date of May 15, 2011 with approval noted 6/20/11 and approval letter received 6/27/11; In addition to rolled 2011 personnel
- New positions to Perkins 2012:
Academic Affairs:
 1. Business Administrative Technology-CIS Instructor
 2. Dental Assisting Instructor
 3. Hotel Restaurant Tourism Instructor

4. Medical Assisting Instructor
5. Occupational Tutors – Macon and Milledgeville

Student Affairs:

1. Career Connections Specialist
 2. Early Alert Specialist
- **PBI Grant Activities Update: (See Attachment A)**
Budgeted amount \$545,397.00
Amount spent \$146,581.56
% expended: 30%; \$398,815.44 uncharged
 - **Amendments required as of 6/21/11: (1) Summer Enhancement Program Putnam County; (2) Instructional Technology Presentation Equipment; (3) Salary adjustments**
 - **PBI Program Goals:**
 1. Improving Learning Outcomes to increase the academic achievement levels of African-American students enrolled in Learning Support courses; thereby increasing the overall graduation rate at CGTC.
 2. Enhancing Student Support Services.
 3. Providing professional development training and resources for faculty and staff to support the teaching/learning process. institutional Effectiveness
 - **SURVEYS:** A graduating student survey (Graduate Exit Survey, Attachment A) was conducted at graduation practice with a 90% return rate; 515 distributed and 464 returned. The survey was devised by the IE Office with review by Student Affairs. Survey results are provided in the attached executive summary.
 - **IPEDS:** The College will use the following institutions in its Annual Data Feedback Report (DFR). The DFR compares CGTC to the comparison group in the following areas: unduplicated headcount, fall enrollment, student FTE, core revenues and expenses, tuition and fees, staff FTE and instructional staff salaries, financial aid, net price, and graduation rates.
 1. Gwinnett Tech
 2. Chattahoochee Tech
 3. Georgia Northwestern
 4. West Georgia
 5. Wiregrass Technical College
 6. Ashland community and Technical College (Ashland, KY)
 7. Central Carolina Community College (Sanford, NC)
 8. Durham Technical Community College (Durham, NC)
 9. Elizabethtown Community and Technical College (Elizabethtown, KY)
 10. Greenville Technical College (Greenville, SC)
 11. Owensboro Community and Technical College (Owensboro, KY)
 - Note: The 2010 Data Feedback Report – customized indicated that for Colleges listed in 6 – 11 the total academic year tuition and required fees for full-time, first-time, degree/certificate-seeking undergraduates 2007 – 2010 exceeded CGTC by an average of \$1,245.00. Also, the average net price of attendance in 2009 exceeded CGTC by \$1,914.
 - **PROFESSIONAL DEVELOPMENT** - The IE Evaluation and Assessment Specialist will be attending the COC Summer Institute, July 17 – 20th. Focus will be on improving student learning outcomes. The IE Executive Director currently serves as the President for the Southeastern Association for Community College Research (SACCR) and will be hosting the 2011 Annual Meeting at Callaway Gardens, July 31 – Aug 3rd.

Dr. Mike Moyer, President, reported on the following:

- Reviewed House Bill 187 – CGTC must verify in the future that students are U.S Citizens. Effective January 1, 2012.
- Talked about CGTC's upcoming groundbreaking ceremony in Milledgeville.
- Discussed the layout of the org chart and answered questions from the board.

Being no further business at hand, the meeting was adjourned.

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

Executive Secretary,