

**Central Georgia Technical College  
Board of Directors Meeting Minutes  
August 16, 2011**

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

<b>CGTC Representatives Present:</b>	
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	<del>Mr. Tony Turner</del>
<del>Ms. Pennie Strong</del>	Ms. Carrie Sullivan
	Dr. Joan Thompson
Visitors:	<del>Ms. Linda Hampton</del>
	Ms. Pam Richardson

**Call to Order:**

Mr. Robby Whitehead called the August 16, 2011 meeting to order at 10:30 am on the Macon Campus. Mr. Hank Griffeth gave the Invocation and led the Pledge of Allegiance.

**Presentation:**

Ms. Sallie Devero, Dean of Adult Education Programs, updated the board on the services and programs provided by the Adult Learning Center.

**Approval of Minutes:**

The July 19, 2011 meeting minutes were approved as submitted.

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

- CGTC has initiated a feasibility study to determine if it would be viable to offer an associate degree in Fire Science at the Crawford County Campus.
- The Putnam County Center hosted the Street to Success camp ceremony. The students had the opportunity to tour the Putnam County Center and learn about the programs offered at the center. Carrie Dietrich, Putnam County Dean, did a career inventory with the students.
- Earlier this year, CGTC provided funds that allowed the Biotech program to purchase TFF (tangential flow filtration; aka cross-flow filtration) systems. This has allowed us to tie together processing steps involved in producing bioethanol.
- The CGTC Dental Hygiene program was featured on WMAZ 13 Eyewitness News Monday, August 1, at 5:00 p.m. The video can be viewed on their website under "Features" and "Get Answers:

Affordable Dentist Visits.” Pamela Mazaris, Dental Hygiene Instructor, and LeahAnn Padgett, current senior student, were interviewed for the feature.

- Pharmacy Technology is having their ASHP site visit for program accreditation on October 17.
- CGTC’s Practical Nursing program has a 100 per cent pass rate (36 out of 36) for students on the PN-NCLEX for the time period January 1 to June 30, 2011.
- 17 out of 18 2011 graduates of the Radiologic Technology program have taken and passed the American Registry of Radiologic Technologists. The last graduate will take the registry within the next month—and is expected to pass!
- Janie Pierce and Monique Williams, Macon Instructors; Martha Graham, Milledgeville Instructor; and Linda Moore, Macon Adjunct Esthetician Instructor, attended the Orlando Premier Beauty Event.
- Cosmetology students assisted students from the Georgia Academy for the Blind prepare for their prom for the last two years by styling hair, applying make-up, and providing manicures. The department hosted a skin, nail, and hair workshop for the Georgia Academy for the Blind students.
- During the summer session, Emergency Management students created 20 Resource Manuals for businesses and community service agencies in our area. These “Resource Manuals” contain contact information for supplies, goods, and services needed by these businesses or agencies during an emergency or disaster.
- Also, thirteen other students have done Facility Security Surveys for their assignments. They were given permission to analyze security at local businesses, churches, or schools, analyzing current security measures and making recommendations (as they see them) for improving security measures, including costs of upgrades.
- CGTC’s Aircraft Structural Technology program had two more students selected for the RAFB Co-op program in June.
- Mike Skelly, Aircraft Structural Technology Program Chair; Stuart Watson, Electronics Technology Program Chair; Mike Engel, Technology Department Head/Aircraft Structural Technology Instructor; and Kathy Malcom, CGTC’s designated contact for the RAFB Co-op program paperwork, attended the meeting to discuss changes in the RAFB CO-OP program.
- Danny Lyles, Trade and Industrial Department Head/Automotive Technology Instructor on the Macon Campus, is pleased to announce that the Macon Automotive Technology program has received National Automotive Technicians Education Foundation, Inc., (NATEF) accreditation.
- James Wilkes, Automotive Technology Program Chair and Instructor on the Milledgeville Campus, proudly reports that several of his students voluntarily took—and passed!—Automotive Service Excellence (ASE) exams.
- Instructors teaching COMP 1000, Introduction to Computers, received training from Kerry Dixon with Cengage Learning about SAM 2010 in July. SAM 2010 (Skills Assessment Manager) is the premier testing and training tool for Microsoft® Office 2010.
- Reading instructors received Connect Reading training from Marisa Cavanaugh, McGraw-Hill representative, in July. Connect Reading will be used to improve overall reading and vocabulary comprehension.
- Members of the AEP administration team, Sharon Cloud, Pamela Richardson, and Yumi Kim, will participate in the “National Leadership Excellence Academy” September 2011 to May 2013. This nationally recognized leadership training will enhance the participant’s management skills and leadership abilities.
- Pamela Richardson received a Master’s in Business Administration from Wesleyan College and Sharon Cloud received a Masters in Adult Education from the University of Georgia.
- The CLCP State Evaluation Team visit for Baldwin County to become an official CLCP is scheduled for September 14. The CGTC Leadership Team and members of the Board of Directors are urged to attend.
- **The Dental Assisting Diploma for the Macon Campus was approved by the board and referred to the state board for final approval.**

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

- Fiscal Year 2011 is now closed and the financial reports are being prepared for submission to the Dept. of Audits. The year was closed with \$3.2 million in carryover funds to help us through the possible reduction in revenue due to the Quarter to Semester conversion in the new fiscal year.
- **FY 2012 Budget Amendment 1 was approved as submitted.**

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

- Continuing Education has seen a 20% increase in enrollment during July and the first part of August, 2011 as compared to the same period last year.
- In August, customized computer classes were provided to employees of Bibb County Department of Human Resources, GEICO, Graphic Packaging, Robins AFB, U. S. District Attorney's Office, Bibb County District Attorney's Office, Armstrong World Industries, Bibb County Sheriff's Office, and Howard, Moore, & McDuffie.
- A total of 60 employees from Children's Sesame and Smart Children Academy attended customized childcare classes.
- Six employees of Armstrong World Industries attended a two-day customized Basic Introductory AutoCad course at the end of July.
- Bend strength testing assessments for welding applicants of Schwartz Precision is being done by CGTC's welding department on an on-going basis as Schwartz ramps up for a second shift.
- Having completed three classes, the Department of Transportation's Pilot/Escort Training for transporting oversized loads continues to receive good student evaluations.
- Ammonia Refrigeration Training brochures have been sent to 50 appropriate companies in Central and South Georgia. This class will be in partnership with Lanier Technical College with classroom instruction done in Macon and hands-on lab instruction done in Oakwood, GA.
- The Weatherization Technology Program is ready for Weatherization Installer students. Classes will begin in early September with a Saturday morning 4 hour information class for homeowners and contractors featuring high payback home energy efficiency measures and low cost ways to reduce monthly electric bills. The entire 2-week, 48 hour program will be showcased as well. The full program includes 75% hands-on work, using energy audit/weatherization technology equipment such as blower door, duct blaster, infrared camera, blown-in and foam insulation, toxic gas detection meters including mold and lead detection procedures.
- FY11 Economic Development Operating Results totals are: 139 companies served 6,452 students and 128,290 training hours as compared to 66 companies and 113,266 training hours in FY10.
- Executive Director Melvin Everson with the Governor's Office of Workforce Development will host a town hall meeting at CGTC on Thursday, November 17, from 6:30 – 8:00 P.M. Representatives from various state agencies will be on hand for a panel discussion of the new statewide certification in soft skills for high school students described in House Bill 186. Skills to be assessed include punctuality, ability to learn, appropriate business attire, and ability to work as a team.

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

- Guidelines have been established and implementation has begun on workstation and mobile device security. These guidelines will help Technology prepare for future audits of our security handling of protected data.
- Technology HelpDesk Specialist, Martha Pompey has developed and implemented training for students during the first few days of classes providing them with tips and how-to information regarding student email, BannerWeb and Angel Learning. These sessions have been well-attended. Sessions have been held on both the Macon and Milledgeville campuses, and plans are being made to provide the training to the satellite centers via TelePresence. We hope to develop this even further to aid in the retention of our students and their success with classes.

- Technology has established a temporary point-to-point wireless connection for IP telephones in the temporary maintenance office. This will enable them to have communications until their new warehouse and office area is ready.

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

- New Bookstore Location - Painting, signage, and servicing of HVAC units are completed. Landscaping and irrigation system will be completed by August 19, 2011, if not before.
- Updated the Board on the progress of DTAE-207 – Center for Health Sciences, Milledgeville Campus
- Updated the Board on Current Projects
- Lt. Stephen Hutto has joined CGTC police force and brings experience in law enforcement, as well as, serving as a firefighter and paramedic, maintains certification in hazardous materials, and previous campus law enforcement experience on a college campus.
- Final interviews for police officers were completed on August 10, 2011.
- Policies and procedures manual for the Campus Safety and Security Department are in final stages of development.
- Memorandums of Agreements are in process of being signed by all local police agencies in CGTC’s service area.
- The food court effective date for operation is August 23, 2011.
- Judge Sims swore in the new officers of the CGTC Police Department.

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

- Summer Quarter 2011 Official beginning enrollment showed a decrease compared to last Summer. However the TCSG Quarterly Enrollment Report identified 17 other TCSG Colleges that had higher percentage decreases.
- Fall Semester, at this reporting, showed a total of 3,623 admission applications received. The Student Support Center is assisting students daily with advisement and registering for Fall classes. Financial Aid is aggressively working to notify students of the payment deadline for their financial aid awards and for Fall Semester.
- The Registrar Office completed processing FY2010 students for graduation which produced the following results:
  - Graduates FY2010: 1,669
  - Graduates FY 2011: 1,801
  - Increase by: 132, 7.9%
  - Awards Conferred FY 2010: 2,148
  - Awards conferred FY 2011: 2,225
  - Increase by: 77, 3.6%
- The High School Coordinator Office continues to process dual enrollment applications at eight different schools with 17 programs selections. The challenge is the new HOPE regulations require book costs to be covered by the high schools. We are working with high schools to assist as much as possible with a lending library program. Final enrollment numbers will be determined in the next two weeks as high schools and Fall Semester begins.
- 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>
58	Walk in visits from students for assistance in career services
2	Resumes completed on optimal resume (eligible)
77	Jobs posted on job database
28	Jobs posted since <b>July 8, 2011</b>

23	Students provided with career guidance counseling (one on one service)
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The Professional Testing Center remains active providing a total of 663 testing in June and July.

Numbers	Testing
340	Students tested for placement on Compus and Asset (Macon Only)
15	Remote Testing Compass for other colleges
6	ASSET
12	Pest Control Exam
0	CLEP Exam
3	ACT High Stake Tests
179	Georgia Work Ready (Workeys testing)
74	PSB Exam
11	Federal Workstudy application processed
0	SAT
14	Police Department (P.O.S.T.)
9	ProMetric Exam

- Our student-athletes will wrap up summer quarter and get a much needed week off before the fall semester starts. Preseason workouts will begin in mid-September, practice begins on October 1<sup>st</sup>.
- The 2011-2012 basketball schedule was released and has been posted on the website. The first home game will be November 16.
- The 2011-2012 fall activities schedule has been finished and will be posted soon. Student American Dental Hygienists' Association held a bake sale during success Saturday. One of the many fundraisers held throughout the year; the money is used to offset the cost of many of the organizations activities.

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

**Advertising** - Fall semester advertising ongoing. Adult Education program advertising ongoing

**Special Events** - Midsummer Soiree, over \$15,000 raised. Georgia Power - Student event to highlight I&C Academy (Date TBD). Tour with students at Georgia Power facility in September

**Foundation/Advancement** – Provided the board with a feasibility study update, grants update and athletic booster club update.

**Ms. Deborah Burks, Executive Director of Institutional Effectiveness:**

- Discussed Graduate Exit Surveys.
- Reviewed Inventory of Surveys conducted at CGTC.
- Fire Science Technology Associate Degree: (preparation for new program proposal)
  - Evaluating recent enrollment in the Fire Fighter TCC
  - Identifying other schools within a 50 mile radius offering the program
  - Preparing a Needs Assessment to gather information from regional employers via electronic survey
  - Preparing a Student Interest Survey to gather interest data from recent graduates and currently enrolled students via electronic survey
- Operational Planning and Student Learning Outcomes
- Reviewed the Annual College Snapshot (most current fiscal year end 2011)
- The Executive Director of IE, Deborah Burks, served as the 2011 President of the Southeastern Association for Community College Research (SACCR) a non-profit organization with the primary

purpose of promoting excellence in research and planning for two-year institutions in the southeastern United States. The organization explores local, state, and national issues affecting higher education. Ms. Burks coordinated and presided over the organization's 40<sup>th</sup> annual conference held July 31<sup>st</sup> – August 3<sup>rd</sup> in Pine Mountain, GA. The group received presentations from Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools, Commission on Colleges (SACS COC) and Dr. John Roueche, Author and Professor, University of Texas at Austin.

- Dr. Wheelan brought to the attention of the group the following updates:
  - Current changes to the Principles of Accreditation
  - Credit hour discussion currently going on in legislature and how colleges define credit hour; currently one hour of in-class work and two hours of homework equals three credit hours. Legislators want colleges to now define a credit hour for distance education courses.
  - Clarifications of state authorizations – part of this rule was stricken or vacated which dealt with colleges having to gain authorization to do business in that state when servicing out-of-state students. CGTC currently is continuing the process of gaining approvals as is all TCSG colleges under the current program designed by the TCSG office of the Georgia Virtual Technical College.
  - We are already behind the curve when it comes to high school graduates and providing the pool necessary for jobs where 60% of students graduate from high school in the South and 70% nationally. In 2010, nationally, we needed 2 million more scientists and engineers and 2.4 million more workers with key manufacturing and production skills. She went on to detail challenges and results of current practices. Her suggestion for responding to the challenges included
    1. promoting service learning, linking courses thematically by overlapping general education courses into occupational curriculum learning outcomes (e.g. get English instructor to partner with Student Affairs professional and have students in class write a paper on their experience with registration. Have the English instructor grade the paper and supply copies to the Registrar's office, which could then take the information, apply comments to improvement strategies in operational plans.);
    2. develop strategies that ensure students matriculate through college to graduation (e.g. required orientation if not prior to registration then after their first 10 or 12 hours) or perhaps two orientation sessions especially for first-time full-time and part-time students which takes place at registration and again after their first 12 hours;
    3. work with minority students from K-12 system to those currently enrolled to ensure college readiness by letting students know what is available to them and what is required of them; work with eighth graders to understand the value of enrolling in non-traditional programs and outlining those programs by gender.
- National conversations include issues of access, affordability, private loans vs. federal aid, accountability (student learning outcomes and national tracking system), transparency (Gainful employment issues: program graduation rates, job placement rates)
- Dr. Roueche discussed institutional research and effectiveness from a historical perspective. He discussed prior research conducted as to the usage of institutional research and effectiveness reports by presidents and boards when making high-level decisions. He noted that community and technical colleges should promote their life blood as being the “preferred learning provider” among communities served. Dr. Roueche also discussed challenges to institutional effectiveness:
  - Leadership must understand that all units of the college play a role in student achievement. It is known that student involvement in extra-curricular or co-curricular activities improve student persistence.
  - The employees that have the most contact opportunities with potential students is the admissions telephone operators and or receptionist. These positions should receive up-to-date professional development on institutional policies and procedures as well as customer service or

customer relations. We should all strive to become Human Development Specialists to improve our student experiences while trying to enroll and during their tenure with us.

- Have you ever reviewed what happens to your students from parking lot to registration; from registration to seven day (thirteenth class day) or from seven day to end of term? Attendance was found to be the variable to student success. College administration should work with faculty to pay attention to students who miss “one” class day and make contact with the student on that day in some form. Even with early alert systems in place, colleges were making contact on the third or even fifth day that the student had missed. Faculty reaching out and making personal contacts via e-mail or phone has been shown to improve enrollments and persistence rates. (See Palomar College who doubled participation in two years);
- If you want an activity to occur, make it required and not optional
- The IE Evaluation and Assessment Specialist, Bonnie Quinn attended the SACS COC Summer Institute July 17 – 20, 2011. She attended various presentations discussing student learning outcome development and assessment for instructional credit programs. Ms. Quinn also attended the SACCR annual meeting held July 31 – August 3, 2011.

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

- Discussed upcoming Leadership Conference in Savannah.
- Discussed new statewide initiative to improve graduation rates.

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

**Executive Secretary,**

*Michael D. Moyer*