



BOARD OF DIRECTORS MEETING

**WebEx
July 24, 2024
8:00 a.m.**

MINUTES

Present:

Erin Cook
George Crews

Rebecca Hadley-Catter
Lisa Johnson

Keith Simmons
Stone Workman

Absent:

Michael Powell

John Rainwater

Jeff Tarrant

Staff Members:

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

Steve Hendrix
Kimberly Register
Ingrid Rider-Owens
Michael Shiver

Alan Stanfield
Anna Taylor
Kim Santerre

A. CALL TO ORDER

Rebecca Hadley-Catter called the meeting to order at 8:02 a.m. and welcomed everyone to the meeting.

B. APPROVAL OF AGENDA

Stone Workman made a motion to accept the agenda as presented, Erin Cook seconded, and the Board voted unanimously to accept the agenda.

C. APPROVAL OF MINUTES

Mr. Workman made a motion to approve the minutes of the June 12, 2024, meeting as presented in the Board materials, Keith Simmons seconded, and the Board voted unanimously to approve the minutes.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

1. Tender Tech Food Grant Primary/Program Contact Change

Ingrid Rider-Owens presented the following information for consideration:

The Tender Tech Child Development Center, a program of Southern Crescent Technical College, is a participant in the Child and Adult Care Food Program (CACFP). The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA) Child Nutrition Program designed to reimburse providers for nutritious meals served to children or adult day care environments. This program provides

reimbursement to child care centers, adult day care centers, emergency shelters, family day care homes, and after-school programs that provide meals to children or adults in their care.

CACFP regulations require that any program changes involving the Primary/Program Contact be approved by the College's Board. It is proposed that Melissa Jackson become the Primary/Program Contact.

Mr. Simmons made the motion to approve Melissa Jackson as the Primary/Program Contact, Ms. Cook seconded, and the motion was unanimously approved.

2. Program Updates

Kimberly Register presented the following program updates for the Board members to review:

Basic Materials Processing Technical Certificate of Credit – this program would include three introductory courses in the Machine Tool program area that are already taught at the College. This would allow the program to be fast tracked and taught in the fall. Emphasis is placed on industrial safety, basic machine tool processes, lathe operations, and mill operations. Graduates may find entry-level employment as a machinist in a variety of settings that require automated manufacturing skills. The program was recommended by both the Advisory Committee and local industry.

Fire & Emergency Services Occupation Degree – this program creates a degree level program by combining existing programs/courses with the addition of general core courses. This Associate of Applied Science degree program is designed to prepare students for entry level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Fire & Emergency Services Occupation degree, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Firefighter II, Emergency Medical Technician and Advanced Emergency Medical Technician. This program can be fast tracked and taught in the fall. The program was recommended by both the Advisory Committee and local industry partners.

Aviation Welding Fundamentals Technical Certificate of Credit – this program will provide an institutionally developed, standalone Technical Certificate of Credit for the aviation industry which will provide the basic skills necessary for direct hire in a reasonable time frame (one semester). The courses included in this program are already taught at the College and can be fast tracked. The program was requested by local industry.

Plastics and Polymers Technology Technical Certificate of Credit – this program will provide an institutionally developed, standalone Technical Certificate of Credit for an introduction to plastics and polymers, manufacturing processes, and materials testing. The program would consist of five courses totaling 14 credit hours and could be completed in one semester. This program was requested by local industry partners. This program would include new courses for the College and thereby require a prospectus be submitted and approved by the Southern Association of Colleges and Schools Commission on Colleges. The plan is to offer this program at the Fayette County Center.

Mr. Simmons made a motion to approve the program updates as presented, Mr. Workman seconded, and the motion was unanimously approved.

F. DIVISIONAL REPORTS

Divisional reports were provided from Academic Affairs, Administrative Services, Adult Education, Economic Development, Institutional Advancement, and Institutional Effectiveness. Included in the Board materials was the following information:

1. Academic Affairs

Library Services Statistics and Highlights

Service	Location		
	Flint River	Griffin	Henry
Door Counts	459	2158	320
Computer Usage	36	131	77
Instruction Sessions	0	4	1
Reference	1	9	2
Directional	0	12	6
Computer Assistance	5	25	32
Virtual Chats	0	2	2
Laptops Loaned	0	10	2
Student I.D.'s	1	71	21
Laptops Returned	0	6	0

Library programming for the month of June consisted of:

- First Time Homebuyers Workshop was presented on June 25 by Debra Bell-Dison, Area Director of the US Department of Agriculture: Rural Development Program Office.
- Water Quality Presentation facilitated on June 5 by Alexa Robinson, Specialist of the City of Griffin Watershed Protection.
- The History of the Oak Hill Cemetery presented on June 4 by Taylor Watson of the Griffin-Spalding Historical Society.
- Living Room Conversations: Joy in Gender was facilitated on June 11 in recognition of Pride month.
- Library services began training within the new *Blackboard Ultra* platform to ensure staff are properly trained on how to assist students.
- OER Info PopUp Library was held at the Henry County Campus on June 24 in Building B.
- Current Embedded Librarians partnered with Robin Eckhardt (Small Unmanned Aircraft Systems, Fayette County Center), Angeline Bullington (English, Griffin Campus), and Robert Hires (Phlebotomy, Henry County Center).
SCTC Embedded librarians move beyond the library and into the student spaces and classrooms to offer research directly related to the specific course. Librarians sit in on faculty instruction to assess the research needs.
- Hired a new Henry County Computer Center Library Assistant. Library Services is now fully staffed!
- SCTC Page Turners Book Club is currently reading the book *Jurassic Park* by Michael Crichton. The book club meeting will take place virtually on July 25.
- Library Services recognized *National Homeownership Month* and *Pride Month*.



Distance Education:

- Participated in the 2024 Educator Externship Program (assigned Lamar County).
- Conducted 18 one-on-one Blackboard Ultra training sessions with Program Coordinators and faculty (Breaser, Boronkas, Carns, China, Cook, Curry, Dove, Gates, King, McHughes, Musgrave, Naggatz, Owen, Reed, Rehome, Tyler, Varga, Weaver).

- Collaborated and developed a plan with Team Academic Success to train students in Blackboard Ultra.
- Answered 325 Student Helpdesk tickets.
- Answered 19 Faculty Helpdesk tickets.
- Met with Georgia Virtual Technical College (GVTC) and Qwickly to resolve an email issue in Qwickly Tools.

Programs:

- The College has been partnering with Brightmoor to train their incumbent employees with the Fast Track Nurse Aide program since last term. The College has already trained 18 of their incumbent workers to become CNAs and will be training 11 more in August.
- The Forensic Science program has implemented a Forensic Science Club. The Case Preparation and Courtroom Testimony class welcomed Marie Broader, Griffin Judicial District Attorney. She presented the case of Timothy Coggins (which was a cold case homicide that occurred in 1983, and a conviction and arrest were made in 2017). She talked to the class about the challenges in the case.
- As part of the faith-based organization initiative, the College is offering the Early Childhood Education Basic TCC at the Global Impact Christian Ministries church beginning fall semester. We are partnering with DECAL (Department of Early Care and Learning) as a 'stakeholder' to come and speak to our students when fall semester begins.
- The Cosmetology Theory and Practical State Board Licensure Pass Rate for June 2024 is Cosmetology Griffin and Flint - 100%, Esthetician - 100%, Nail Tech - 100%, and Hair Designer- 100%.
- There are 33 students in the Nursing Bridge program. They have completed their second semester clinicals precepting in mostly specialized areas.
- Program enrollment for Industrial Systems has increased by about 10-20% for the Fall semester as compared to previous year.
- Industrial Systems Technology/Mechatronics faculty, marketing, and enrollment groups hosted a three-day Automation and Robotics boot camp from June 25-27, 2024 at the J.P. Moseley Park in Stockbridge, and a one-day Boot camp on July 4, 2024, at Generation Memorial Park in Thomaston. Plans are underway to host additional boot camps July 30th, 2024, to August 1st, 2024, in Butts County and Spalding County.
- Carpentry and Construction Management completed and passed all NCCER testing and Performance Profiles to gain the Core certificates.
- Evening Pipefitting classes will begin in August 2024.
- Radiologic Technology graduating class of 2024 had a 100% pass rate on the ARRT national registry.

2. Administrative Services

- 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 June 28, 2024 (FY2024). A financial overview and brief explanation of this statement includes:
 - Due to the issues with CrowdStrike, the Accounting Office postponed the year-end close to July 26.
 - The final budget is \$34,813,672.25.
 - FY2024 Current Year Revenue is \$34,697,956.80. At the end of the fiscal year, the revenue and the expenses in each funding source must equal unless it is a funding source that can be carried over (tuition, technology fee, continuing education, business and industry, bookstores, café, Tender Tech, and live work programs).
 - Current year funds column shows a deficit of funds available (\$499,182.30), meaning the College utilized some of the reserves. The College created a spend down plan in order to reduce total reserves. Too much in reserves is frowned upon by the State. Dr. Clark stated that Ms. Acey has done an excellent job with managing a complex budget, the spend down plan, and being fiscally responsible. Ms. Acey responded to the question regarding the ability of the State to take funds due to reserves. Ms. Acey explained that the State could

lower that allocation but a strong justification assists with maintaining the carryover at the current level.

- Prior year reserves less prior year outstanding receivables total \$4,490,140.25. Total funds available, including the bookstores, café, and Tender Tech, is \$7,086,897.33.
- Southern Crescent Technical College is in a financial position to meet its outstanding obligations and is in good standing.

CARES Funding	Institutional	Minority	Student
Grant Award to Date	\$15,819,937.00	\$1,510,433.00	\$11,614,016.00
Remaining Balances (G5)	\$0	\$0	\$1,799.32
Encumbrances	\$0	N/A	N/A
Grant Expiration Date	June 30, 2024	June 30, 2024	June 30, 2024
Last Day to Draw funds	October 01, 2024	October 01, 2024	October 01, 2024

Of remaining balance shown under the student category, approximately half has already been drawn down and the remaining amount will be drawn down this month.

3. Adult Education

- FY2024 Goals and progress:
 - Enrollment – 1588; current number of NRS students – 1296. Although the goal was not met, enrollment increased from last year by 12.99%. The ESL population in the service delivery area continues to grow.
 - Measurable Skills Gain (MSG) Percentage – 46%; current MSG percentage is 38.12%.
 - Integrated Education and Training (IET) Participants – 35; current number of completions – 31.
 - High School Equivalency (HSE) – 165; current number of HSEs earned – 108. The division will receive credit for 7 more for students that completed their classes in FY23 but passed the exam in FY2024 for a total of 115.
 - Career Plus Students – 25; current number of enrolled students – 16 active. There are 12 new students for Summer. One has completed the program – our first graduate! There are 5 inactive students. The College is awaiting transcript evaluation for 1 student and 3 are in intake. There are 4 pre-enrolled for the fall.
- The Summer Camp with the Butts County Collaborative began on Monday, July 15. Classes will be held at the Recreation Department in Butts County on Mondays and Wednesdays.
- The leadership team hosted the Cognia representative via Webex on Thursday, July 11. Jennifer Gonzalez visited campus on Monday, July 15. This is the next step in becoming accredited in order to offer a High School Diploma option for our Adult Education students.
- Interviews for a part-time ESL instructor position for the Flint River Campus were held on Monday, July 8. There is a really good candidate that we hope to start classes there by September 1. This would be a new program for the Flint River Campus.
- Interviews for two open part-time ESL positions at our Henry Campus were held on Monday, July 15. The division continues to grow at this campus and need to replace one instructor and start a new class with the other.
- We are looking at a partnership with CoxNext Media to begin an enrollment campaign for both Adult Basic Education students and the Career Plus program.
- Work continues to fill several open positions.
- The College is working with the Technical College System of Georgia to set our FY2025 goals.

4. Economic Development

- FY2024 year-to-date, the Economic Development Division has trained 2,158 individuals in continuing education courses for a total of 27,549 hours trained resulting in revenue totaling \$294,344 and 1,455

- individuals for 56 companies for a total of 8,896 hours trained. This resulted in revenue totaling \$182,000.
- Bonduelle Fresh Americas was awarded a \$50,000 High Demand Career Initiatives (HDCI) grant.
 - Duracell is interested in apprenticeships programs and will tour the College campus as a follow-up to a meeting several weeks ago.
 - Inline Plastics employees will begin an 80-hour Industrial Systems Training Program on August 23.
 - Held meetings with several Upson County companies to include Dwellinz, Crown USA, and Witron to discuss training programs and apprenticeships.
 - The division plans to offer a Cargo Securement Training class to address the needs local companies and CDL drivers. A demo class is scheduled for August 8 at Bennett Family of Companies.
 - Twelve students will be recognized on July 19 by the Henry County Water Authority for successful completion of their Summer Pre-Apprenticeship Program.
 - Entrepreneurship Centers are located in Butts, Henry, and Upson counties. Podcast equipment has been delivered. Furniture has arrived at two locations with the third location scheduled to be delivered soon. Open houses will be planned for the fall.
 - Launch Fayette is a new initiative in Fayette County aimed at transforming a portion of the Fayette County Center into a small business incubator. The College is partnering with the Fayette County Board of Education and Fayette County Development Authority.
 - An OSHA 30-Hour Safety class will be delivered August 19 – 22nd from 8 am – 4 pm for Tytek, Inc. and held at the Butts County Center. The session is open to other participants.
 - Continental Tire in Barnesville has requested OSHA 10-Hour training for 30 employees.
 - The new Modern Campus platform went live for the division on June 17. The new system has been implemented by the Technical College System of Georgia to allow companies/students to register and pay for classes online. The platform will be used system-wide by every Economic Development Division.
 - Scheduled upcoming classes include Yellow Belt Lean, Introduction to PLCs, Excel, CPR, Five S Principles and Practices, and Basic Lean.
 - Drivers' Education classes are filled to capacity and classes are being added to meet the demand.

5. Institutional Advancement

- The Southern Crescent Technical College Foundation awarded 44 scholarships totaling \$22,400 for students enrolled in the College for the Fall 2024 Semester.
- The Southern Crescent Technical College and Foundation are hosting a Champions for Technical Education Awards Celebration on Thursday, September 12, 2024, from 5:30 p.m.-7:30 p.m. at the Griffin Campus in the Frank and Constance Allen Johnson Event Center. Champions for Technical Education from each of the eight counties that the College serves will be recognized. Corporate sponsorships are available from \$2,500 to \$500, and individual tickets are \$75. Proceeds from the celebration will benefit the Opportunity Fund. This fund will allow the Foundation the ability to meet pressing needs as they arise, launch special initiatives, capitalize on new opportunities to strengthen academic programs, and provide student hardship assistance.
- At the May meeting of the Southern Crescent Technical College Foundation, the officers for the next two years were approved. The officers are as follows: Chair-Jack Bowdoin, Vice Chair-Gordon Dixon, Secretary-Gail Gardner, and Treasurer-Sharon Ponder. Christopher R. Piland was also approved as a new Trustee for the Foundation. A native of Griffin, Chris is an Investment Advisor Representative for Georgia Wealth Partners and is a Colonel in the United States Army Reserve serving as the Deputy Chief of Staff, Logistics, 3 Medical Command, Gillem Enclave, Georgia 30297 since July 2023.
- Golf tournament is scheduled for the fall.
- New initiatives are forthcoming with the College working in conjunction with the Southern Crescent Technical College Foundation.
- Ms. Cook thanked the Board for their continued support.

6. Institutional Effectiveness (IE)

- The FY2025 Perkins Grant has been approved and the division is working with various departments to begin placing orders. The division is also working on the first FY2025 amendment that will include funds to cover a virtual professional development for all College employees through National Institute

- for Staff and Organizational Development (NISOD). IE is collecting semi-annual certifications from Perkins paid positions.
- Distributed NISOD Awards of Excellent to selected employees.
 - Posted Spring Student Satisfaction Survey Summary of Key Findings.
 - Provided Student Affairs with information from the incumbent worker survey.
 - Provided the summer veterans report to the Financial Aid Department.
 - The AY2025 Q1 Data Brief will be published by the end of the month entitled *Exploring and Promoting Non-traditional Careers in Technical Education Through the Perkins V Grant*.
 - Provided the Registrar's Office with a Summer 2024 completers list.
 - The Southern Association of Colleges and Schools Commission on College (SACSCOC) Annual Financial Report has been submitted. The College has received written notification of the approval for a ten-year reaffirmation. The division submitted a one-page summary of the FYE of the Tiger, the College's Quality Enhancement Plan (QEP) to be published on the SACSCOC webpage as a resource for other colleges.

PBI Grants

- The July monthly edition of the PBI Newsletter, in conjunction with K.O.B.E., was emailed to all African American Males.
- The Summer Robotics and Automation Bootcamp recruitment event included 37 participants from Henry County.
- Onboarding information session for new/current students is scheduled for August 14.

➤ Equity From Start to Finish

Year 3 (Fall 2023 – Summer 2024): Total AAM Enrollment: 1,205

Program Total Enrollment: 84

- Industrial Systems: 35
- Machine Tool: 3
- Welding: 37

➤ KOBE

- Quality Matters certifications and training continue to expand with Instructor Billy Elliott registering for a Master Reviewer Certification, Instructor Chibuzor Nwankwo registering for the Applying the Quality Matters Rubric Workshop, and Instructor Denise Barbour registering for Influencing LMS Adoption Through QM-Based Training and Digital Badges.
- Dr. Lamar will be meeting with the Principal of Spalding County High School, Dexter Sands, later in July to expand the outreach of KOBE to local K-12 schools in the area and develop a partnership with the school.
- Dr. Lamar will be attending a Phi Beta Sigma Fraternity, Inc. chapter meeting in August to develop an ongoing mentoring relationship with the chapter and KOBE's members. Members have already visited a meeting this Spring.
- KOBE marketing and tabling events continue to occur at the Griffin, Henry, and Flint River campuses to expand outreach. KOBE has transitioned to the Division of Student Affairs and will now be housed in the department of Student Support Services.
- Twelve new SCTC students have joined KOBE over the month of June.

Information Technology

- The Webex calling phone system upgrade is complete.
- AV system upgrades at Henry County Center Small Business Entrepreneurship Center and conference room have been completed.
- Upcoming projects include Banner 9 Self Service update, Computer classroom upgrades, staff laptop upgrades, and Core Network Switch Replacement.
- IT quickly handled the server issues created by the CrowdStrike event with minimal down time.

7. Student Affairs

Enrollment	
Fall 2024	Fall 2023
3944	5804
Summer 2024	Summer 2023
2991	2,683
Spring 2024	Spring 2023
6,149	5,241
Fall 2023	Fall 2022
5,804	5,018

Dual Enrollment	
Fall 2024	Fall 2023
1,830	1,759
Summer 2024	Summer 2023
379	299
Spring 2024	Spring 2023
2,070	1,533
Fall 2023	Fall 2022
1,758	1,276

Credit Hours	
Fall 2024	Fall 2023
31,614	48,325
Summer 2024	Summer 2023
21,766	19,303
Spring 2024	Spring 2023
49,286	40,950
Fall 2023	Fall 2022
48,325	41,839

Job Placement		
AY	In-Field	Total
AY23*	34.7%	99.3%
AY22	94.3%	99.6%
AY21	91.1%	99.5%
AY20	90.3%	99.4%
AY20	90.3%	99.4%

Graduate Reporting

Academic Year	Unduplicated Awards	Duplicated Awards	Graduation Rate
AY2024*	1,769	2,909	74.7%
AY2023	2,784	4,557	83.7%
AY2022	2,830 #3 in System 1.7% increase from AY2021	4,890 #3 in System 7.6% increase from AY2021	83.0%
AY2021	2,784	4,545	79.5%

*These numbers are to date and not finalized.

Recent and Upcoming Activities

- July 11 - Global Impact Christian Ministries and Stockbridge Community Church Registration
- July 16 - Henry Chamber Backpack Event
- July 19 - Spalding County New Hire Event
- July 22 - Norcom Visit
- July 24 - SGA Leadership Training
- July 27 - Henry County Parent Expo

G. EXECUTIVE SESSION (optional)

Upon motion by Mr. Simmons, and second by Ms. Cook, the Board voted unanimously to go into Executive Session to discuss a personnel matter at 8:42 a.m.

Following the discussion of a personnel matter, a motion was made by Mr. Simmons and seconded by Ms. Cook to reconvene into regular session at 9:00 a.m. The motion was unanimously approved by the Board.

H. PRESIDENT'S UPDATE

- Dr. Clark thanked the Board for their continued support.

I. ADJOURN

Ms. Hadley-Catter thanked everyone for their attendance. The next Board meeting has been scheduled for September 11, 2024 at 8:00 a.m. There being no further business, the meeting was adjourned at 9:01 a.m.

Dr. Irvin T. Clark III, Executive Secretary