

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

June 20, 2012

Opening and Introductions: Chairman Jim Wade called the meeting to order at 3:00 p.m.

Members Present: Jim Wade, Chan Caudell, Martha Reabold, Rebecca King, Jeff Gooch

Members Absent: Emily Dunn, Al Huber

Staff Present: Mark Ivester, Kathie Ivester, Mike King, Gail Thaxton, Sandi Maughon, Jeannie Barrett

Invocation: Mr. Chan Caudell delivered the invocation.

Approval of Agenda

A motion to approve the agenda was made by Mr. Gooch, seconded by Ms. King, and approved by all.

Approval of Minutes

A motion to approve the minutes of the May 16, 2012, meeting was made by Mr. Caudell, seconded by Mr. Gooch, and approved by all.

Chair's Report

- A tour of the newly renovated Hoyt Coe Building was conducted prior to this meeting.
- The TCDA mailer was distributed.
- Georgia Mt. Laurel magazine highlights NGTC photography student, Colby Moore.
- The Bus Mechanics are on campus next week—50th year anniversary coming to this campus for training.
- Stephens County School System Superintendent and Principals are having their retreat on the Clarkesville Campus of NGTC. Tours to various programs are being arranged. Dr. Thaxton will talk about the two new initiatives of the state: Go Build Georgia and Complete College.
- President's Receptions are being held at all three campuses the month of July from 5 – 7 p.m., and all three boards have been asked to help host these events. The Blairsville event is on Monday, July 23, and Currahee is scheduled for Tuesday, July 24. The one at Clarkesville is July 26 and will include the ribbon cutting ceremony for the Hoyt Coe Building.
- At the last meeting Chan Caudell and Martha Reabold were asked to be Chair and Vice Chair respectively, and both accepted the nomination. Jim Wade expressed the extensive knowledge he gained by serving as chair and thanked everyone for allowing him the opportunity to serve.

A motion to approve Chan Caudell as Chair of the NGTC Local Board of Directors for FY 2013 and FY 2014 was made by Mr. Gooch, seconded by Ms. King, and approved by all.

A motion to approve Martha Reabold as Vice Chair of the NGTC Local Board of Directors for FY 2013 and FY 2014 was made by Mr. Gooch, seconded by Ms. King, and approved by all.

Financial Report

The year began with a \$1.9 million carryover, and a \$1.4 million carryover is anticipated. Overall, this has been a pretty good year.

A motion to accept the financial report as presented was made by Ms. King seconded by Mr. Gooch, and approved by all. Discussion was as follows:

Dr. Ivester provided a handout, Annual Operational Plan and Budget. He explained how operational budgets are derived and proceeded to explain the process that actually begins in March. The handout provided details.

A collection agency, on the state-wide contract, will be used to collect unpaid from students. We expect them to collect about 25% of the debt. Up until recent years it was not such a big concern. An example of funds owed by the student to the college is when a student receives PELL funds and decides to drop classes or withdraw, the student's PELL is reduced and NGTC is responsible for repayment of these funds.

A new Vice President position is being budgeted effective October 2012. The position of VP for Administrative Services will be opened. Dr. Ivester has been performing duties for both VP positions in Administrative Services and Economic Development for about three years. As the college has seen the potential for additional funding through economic development, time is essential in order to prepare classes.

More savings will be realized due to the 4-day work week.

Instructors turned in amount and it was cut.

Cutting from staff and support staff and putting it back into program.

Budgeting a 12% decrease

Running the college is different...large part of funding is policy. HOPE cuts really hurt NGT.

Smaller dependency

Programs must be funded and maintained

A motion to accept the FY2013 NGTC Budget was made by Mr. Gooch, seconded by Mr. Caudell, and approved by all.

Consent Agenda

A motion to approve the consent agenda was made by Mr. Caudell, seconded by Ms. Reabold, and approved by all. Discussion was as follows:

- Construction projects are listed behind Tab 4.
- Lego Camps are being held again this year on all three campuses.
- During Spring Semester, 271 students completed their certificate, diploma, or degree. There were 170 students named to the President's List.
- NGTC was approached by Pharma Tech Industries (PTI) in Royston to discuss possible training opportunities for their employees. PTI plans to provide educational incentive packages to better educate their workforce.
- The SACSCOC Off-site Committee Report was received, and NGTC was found to be non-compliant on only 8 principles. SACS/COC Vice President, Dr. Mark Smith, stated that this is one of the very best reports that he has seen in a long time. Five were comprehensive standards. First was admin evaluations. Report will be complete and on Dr. Thaxton's desk for approve by July 1. Fundraising was another. Complaint logs for each dept. Trends and thresholds and how thresholds are set and why. Thaxton: It was outstanding work. Dr. Smith's compliments were very genuine. QEP will be evaluated. Huge deal for all.

Motion to approve the consent agenda was made by Ms. Reabold, seconded by Ms. King, and approved by all.

President's Report

- Presented Jim Wade a plaque for his years as chair of the board. Thanked Jim for his representation at NGTC and TCSG meetings. A review of NGTC events during his two years as chair was given and included the construction of welding building, articulation agreements, QEP, budget cuts and furloughs, nursing degree, TAACCCT Grant, and many other items.
- Budget is made up of State Allocation, Tuition & Fees, and Grants and Special Program. Additional revenue is received from the enterprise fund consisting of continuing education, bookstore, and dining hall.
- We find it necessary to put a Reduction-in-Force plan in place to meet budget targets for FY 2013. The final plan with the specific people identified will be ready to submit to Commissioner Jackson next week. The RIF plan positions us to be less dependent on reserve funds in future years. We are pleased to be able to carry forward funds into FY 2013, but we still must use a portion of the funds to meet the FY 2013 budget. We recognize that we cannot continue this level of dependence on the reserves. The reduction in personnel will help us to live within the state allocation and projected tuition and fee revenues in future years.
- A suggestion box was made available to students and employees. We are getting some very good ideas and suggestions. Approximately 80% have given their names which makes addressing issues much easier. Issues are being addressed. We are hoping that this will allow us to catch things earlier instead of reaching the point of coming to the president.
- All counties have been visited except Fannin and arrangements are underway for that visit to happen.
- Ms. Dunn is considering resigning because of the ongoing conflicts with the current meeting date.
- Appointments are being made with recommendations for the vacancies on the board.

Next meeting is August 15. September 24, 25, and 26 is Savannah Trip.

The meeting was adjourned at 4:26 p.m.

Chairman Wade requested a motion to adjourn.

A motion to adjourn was made at 4:25 p.m. by Mr. Huber, seconded by Ms. Reabold, and approved by all. The next meeting is June 20.

Minutes submitted by:

Approved by:

President

Chairman of the Board of Directors

