

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

October 17, 2012

Call to Order: Chairman Chan Caudell called the meeting to order at 3:00 p.m.

Invocation: Mr. Mark Rasmussen offered the invocation.

Members Present: Chan Caudell, Martha Reabold, Jim Wade, Jeff Gooch, Rebecca Stovall, Mark Rasmussen

Members Absent: Emily Dunn, Rebecca Stovall

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

Guests Present: Scott Shelar, Executive Director of CEFGA (Construction Education Foundation of Georgia); Ronnie Ayers and Jason Smith, Welding Instructors; and Welding Students

Introductions: Chairman Caudell introduced our guests. Scott Shelar presented an award to the Welding Program for attaining NCCER Accreditation. Mr. Shelar stated that NGTC was the third technical college to be certified. The National Center for Construction Education and Research (NCCER) is a nationally recognized foundation that has developed standardized craft training curriculums. North Georgia Technical College's Welding program, with support from its sponsor CEFGA (Construction Education Foundation of Georgia) represented today by Scott Shelar, has met the requirements to become an Accredited Training Education Facility. This indicates that the program meets local, state, national, and world-wide standards.

Approval of Agenda: *A motion to approve the agenda was made by Dr. Wade, seconded by Mr. Rasmussen, and approved by all.*

Approval of Minutes: *Chairman Caudell requested a motion to approve the minutes of the August 15, 2012 meeting. Motion was made by Mr. Gooch, seconded by Ms. Reabold, and approved by all.*

Chair's Report

- Emily Dunn has submitted her letter of resignation (letter was read to the board). Dr. Thaxton is following leads on a replacement for Ms. Dunn.
- NGTC was recognized as a member of the 100% club at the banquet in Savannah. All members are Certified Board Members. Congratulations!
- Congratulations on the SACSCOC reaccreditation visit—we had a successful visit.
- North Georgia Technical College swept the Cross Country Men's and Women's dual meet in team and individual titles at the Fall Invitation meet hosted by Piedmont College.
- Photography students participated in a shoot for the Erin London Spring Catalog. The photography students take part in these catalog shoots on an average of 1 ½ times a year. Erin London's donation to the program varies from \$750 to \$1,500 per shoot.
- The Student Ambassador Program has been re-initiated by Recruiter, Kallan Williams. These students will conduct weekly campus tours and will represent NGTC at on-campus and some off-campus events. We currently have 14 students serving in this capacity, and they have attended two training sessions to date. Student Ambassadors are a great asset to our college.
- NGTC continues to strengthen relationships with our high schools. On October 30, NGTC is hosting an event for area high schools' CTAE Directors and Counselors. Articulation and dual enrollment will be the focal point of this visit. NGTC faculty will be on hand to discuss program transitions, Admissions

and Financial Aid staff will be available to discuss upcoming changes, and tours of campus will be offered.

- Economic Development conducted industry training at PharmaTec, Fieldale, Ethicon, and Trachete.
- Adult Ed currently has 809 students enrolled.
- Behind the Chair's Tab 4, find an overview of press releases sent to local papers in August and September. 29 press releases were sent to newspapers—a total of 66 articles in print throughout the service area. The article titles are listed. Very nice job from the marketing department.
- Also behind Tab 4 are an academic calendar and a listing of the upcoming board meetings. The next meeting is December 19 at the Currahee Campus. Hope everyone has a great Thanksgiving next month.

Financial Report

- This year's report does a much better job of breaking down some of the fund sources. Federal Funds is made up of Adult Ed, Carl Perkins, Work Study, and grant.
- In the revenue section the most critical line that has the most possible impact to our planning process is tuition. To date we are \$147,000 ahead of budget.
- We are 25% into the year
 - Expenses
 - Salary is on track
 - Operating is below the 25% mark on all accounts. Through 25% of year, 35% of the operating budget has been spent.
- Staffing numbers reflect results of the reduction in force implemented last year.
- The 3 percent state cut totals \$258,025.
- With a \$10 per credit hour fee increase in spring and an addition \$50 instructional fee, we could possibly exceed our projections. The Tuition and Fee sheet is behind tab 10. However, we must wait and see what happens with enrollment.

A motion to accept the financial report as presented was made by Dr. Wade, seconded by Ms. Reabold, and approved by all.

Vice Presidents' Reports

- Dr. Ivester:
 - NGTC is hosting the Existing Industry group on November 13 at 7:30 AM in the dining hall.
 - A Flu Shot Clinic was held on campus on October 11, and open enrollment for employee benefits is available until November 9.
 - Audit Exit Interview was today at 1 p.m. It was a clean audit with no findings. Approximately \$8,500 will be put in surplus.
- Dr. King:
 - A Fall Semester Comparison handout was provided. The comparison was Fall 2011 and 2012. A slight decrease was noticed in enrollment, Credit Hours, and FTEs in 2012.
- Mr. Bishop:
 - Elwin Northcutt has been hired as the full-time teacher for the Engineering Technology program—enrollment is up in this program.
 - Stephen Hill has been hired as a full-time instructor for the Criminal Justice Program.
 - New Adult Education instructors were appointed in Habersham, Union, and White counties. GED testing is currently online. The transition from paper/pen to computer is complete.

President's Report

- Proud of college and leadership team for the successful reaccreditation visit from SACSCOC. Special thanks go to Martha Reabold who attended the team luncheon and responded so well to their questions. David Foster from the Board of Trustees and Dinah Wayne from the State Board of Directors also attended the luncheon and represented NGTC very well. Kathie Ivester, as Chair of the SACSCOC Reaffirmation Committee, deserves a huge thank you for pulling it all together and

making it happen. The team Chair commented that this was her 47th visit and only the second college to ever receive no recommendations. They did have some suggestion regarding our QEP, and work has begun to address these suggestions. The official decision will be made June 2013.

- The scorecard projections in four areas of the college were requested and submitted by technical colleges in Georgia. The areas include Technical Education, Adult Education, Economic Development, and the Foundation. The biggest revisions were in Adult Education where the targets are set at the federal level with the exception of Adult Enrollment in NRS. Reasonable and lofty goals that can be met and possibly be exceeded were submitted by NGTC.
- Another report that is system-wide is the College of the Year. This report will be included in the next meeting.
- Dr. Thaxton thanked everyone that attended the conference in Savannah and congratulated the board on reaching the 100% Club—for the first time ever. She asked if anyone had any comments to share regarding the conference. Mark Rasmussen responded that the conference was very enjoyable with great accommodations, presented an opportunity to meet other college representatives, and helped him better understand the big picture. Rebecca Stovall commented that the conference was very informative and presented a broader understanding of the Technical College System of Georgia. What you learn, you can only learn by attending the conference. Mr. Rasmussen said that he left with a sense of how important TCSG is to the state of Georgia.

Chairman Caudell reminded everyone of the next meeting planned for December 19 on the Currahee Campus. A motion to adjourn was requested.

A motion to adjourn was made at 4:05 p.m. by Dr. Wade, seconded by Ms. Reabold, and approved by all.

Minutes submitted by:

Approved by:

President
North Georgia Technical College

Chairman of the Board of Directors
North Georgia Technical College