

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

February 20, 2013

**Call to Order:** Chairman Chan Caudell called the meeting to order at 3:00 p.m. The meeting was held on the Clarkesville Campus of North Georgia Technical College.

**Invocation:** Ms. Martha Reabold offered the invocation.

**Members Present:** Chan Caudell, Martha Reabold, Jim Wade, Jeff Gooch, Rebecca Stovall, Mark Rasmussen, Jane Brackett, Rebecca King.

**Members Absent:** All present.

**Staff Present:** Mark Ivester, Mike King, Kathie Ivester, Carol Carson, Sandra Maughon, Gail Thaxton, Jeannie Barrett.

**Introductions:** Chairman Caudell introduced Carol Carson, new Vice President of Administrative Services. Dustin Bucher, NGTC GOAL nominee was introduced. Mr. Bucher delivered his GOAL speech.

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

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

#### Chair's Report

- The TCDA publication was distributed. On the second page, is a picture made at the conference in Savannah, designating NGTC as one of the 100% Club Colleges—we are very proud of this. A photo of newly certified members Mark Rasmussen and Rebecca Stovall along with Dr. Thaxton is on page 3 of the publication.
- The GOAL/Rick Perkins Regional Event is February 26 at the Forsyth Campus of Lanier Tech. Martha Reabold is one of the judges for the Rick Perkins Teacher of Year Award.
- Construction has begun on the Health Science Wing of the Currahee Campus. Celebration of this event is February 27 at 2:00 p.m.
- "See NGTC in Action" high school open house is to be held March 5 from 8:30 AM – 3:00 PM. Approximately 600 high school students attended in 2012 and 400 attended in 2011.
- Dr. Jim Wade is to be honored with the "Distinguished Citizen Award" at the 2013 American Values Dinner to be held March 7 at Piedmont College Swanson Center.
- Behind Tab 1 is a listing of board members with contact information. Please sign your approval at top of page—edit as needed. Your per diem form is also behind Tab 1. For those donating their travel checks to the Foundation, please sign travel checks over to Foundation.
- Motions were listed on individual sheets behind Tab 4 explaining each request.

***A motion to approve the embedded TCC's by consent agenda was made by Mr. Rasmussen, seconded by Mr. Gooch and approved by all.***

Embedded TCC's are already being taught in the program. Approving the embedded TCC's provides early exit point for students leaving with some type of skill.

1. Motion to approve the **Industrial Electrician TCC (IE41)** on the Currahee Campus effective Summer 2013 (201316)
2. Motion to approve the **Industrial Motor Control Technician TCC (IM41)** on the Currahee Campus effective Summer 2013 (201316)
3. Motion to approve the **Industrial Fluid Power Technician TCC (IF11)** on the Currahee Campus effective Summer 2013 (201316)
4. Motion to approve the **Process Control Technician I TCC (PC61)** on the Currahee Campus effective Summer 2013 (201316)
5. Motion to approve the **Basic Marine Engine Technician TCC (BM41)** on the Clarkesville Campus effective Summer 2013 (201316)
6. Motion to approve the **Motorcycle Maintenance Technician TCC (MM61)** on the Clarkesville Campus effective Summer 2013 (201316)
7. Motion to approve the **Office Accounting Specialist TCC (OA31)** on the Clarkesville, Blairsville, and Currahee campuses effective Summer 2013 (201316)
8. Motion to approve the **Administrative Support Assistant TCC (AS21)** on the Clarkesville, Blairsville, and Currahee campuses effective Summer 2013 (201316)
9. Motion to approve the **Network Support Specialist TCC (NS31)** on the Clarkesville and Blairsville campuses effective Summer 2013 (201316)
10. Motion to approve the **CompTIA A+ Certified Technician Preparation TCC (CA71)** on the Clarkesville and Blairsville campuses effective Summer 2013 (201316)
11. Motion to approve the **Shampoo Technician TCC (ST11)** on the Clarkesville and Blairsville campuses effective Summer 2013 (201316)
12. Motion to approve the **Criminal Justice Specialist TCC (CJ21)** on the Clarkesville, Blairsville, and Currahee campuses effective Summer 2013 (201316)
13. Motion to approve the **Criminal Justice Fundamentals TCC (CJ71)** on the Clarkesville, Blairsville, and Currahee campuses effective Summer 2013 (201316)
14. Motion to approve the **Introduction to Criminal Justice TCC (IT51)** on the Clarkesville, Blairsville, and Currahee campuses effective Summer 2013 (201316)
15. Motion to approve the **Garden Center Technician TCC (GC31)** on the Clarkesville campus effective Summer 2013 (201316)
16. Motion to approve the **Landscape Installation Technician TCC (H111)** on the Clarkesville campus effective Summer 2013 (201316)
17. Motion to approve the **Electrical Systems Assistant TCC (ESA1)** on the Clarkesville Campus effective Fall 2013 (201412)
18. Motion to approve the **Commercial Wiring TCC (CW31)** on the Clarkesville Campus effective Fall 2013 (201412)
19. Motion to approve the **Catering Specialist TCC (CS61)** on the Blairsville and Currahee campuses effective Fall 2013 (201412)
20. Motion to approve the **Food Production Worker I TCC (FPW1)** on the Blairsville and Currahee campuses effective Fall 2013 (201412)

#### **Motions to Approve/Terminate Diplomas\***

The Practical Nursing program will be moved to the Currahee Campus and terminated on the Clarkesville Campus. Lynn Baker will be relocating to the Currahee Campus to teach Practical Nursing. The RN program will begin initially on the Clarkesville Campus and when a pass-rate of 80% or greater is achieved, we will ask that the RN program be approved for the Blairsville Campus. The RN program will not be taught at the Currahee Campus.

*A motion to approve the **Practical Nursing Diploma** on the Currahee Campus effective Fall 2013 (201412) was made by Mr. Gooch, seconded by Ms. Bracket, and approved by all.*

*A motion to terminate the **Practical Nursing Diploma** on the Clarkesville Campus effective Fall 2013 (201412) was made by Ms. Reabold, seconded by Mr. Rasmussen, and approved by all.*

**Financial Report: Ms. Carol Carson**

The report reflects 58% of the year completed and we are on track. Revenue for Spring Semester includes an increase of \$10 per credit hour and \$50 instruction fee per student. A note was made regarding the Bond Funds: The bonds are sold at the state level and we have until June 30, 2014, to spend these funds.

*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**

- Administrative Services, Ms. Carol Carson:
  - A project list was made available. The dining hall is having the sound system installed today. Parker Nellis has been gutted. All six bathrooms in the dorm are complete and the Fire Marshall inspected them today.
  - A listing of job opportunities at NGTC was made available.
  - Contract for new Cisco VOIP telecommunications system is in place. Estimated delivery time is six weeks.
  - Carol Carson attended the first session of the VPA Leadership Academy in Savannah. The training involves various topics associated with administrative services and consists of several sessions throughout the year. The training sessions are scheduled a day prior to VPA peer group meeting during the year to minimize travel.
  - Budget and Annual Planning will begin in March.
  
- Economic Development, Dr. Mark Ivester:
  - Benchmarks for Economic Development are on target:
    - Companies Trained: 2013 Goal 45; YTD December Actual – 35.
    - Contract Hours Trained: 2013 Goal = 9,000; YTD December Actual – 4,219.
    - Number of Participants Trained: Actual = 1,025; YTD December Actual – 935.
  - A total of 426 guests from surrounding communities made use of the conference room on the Currahee Campus during January.
  - There were 57 students participating in continuing education classes during the month.
  - Provided training information to Georgia Department for Economic Development for one prospective industry in Northeast Georgia.
  - A concerted effort is being made to provide additional non-credit courses at the Rabun County Learning Center. Facility usage has increased gradually.
  - Transitioning the CDL program from credit to non-credit. WIA financial aid is a lengthy process and has created delays in starting the program. CDL students will rely heavily on the financial resources of WIA.
  - Manufacturing Appreciation Luncheon is April 3 at the Georgia International Convention Center.
  - NGTC Adult Education came 1<sup>st</sup> in meeting state objectives (out of 37). This is big—the two that finished last will not get funded next year.
  
- Student Affairs, Dr. Mike King:

- There were 278 Fall Awards earned: 46 Associate’s Degrees, 111 Diplomas, and 121 Technical Certificates of Credit. 200 Unduplicated Fall Graduates were recorded.
  - There were 150 students on the President’s List for Fall Semester.
  - There have been 177 Spring Semester Graduation Applications submitted to the Registrar’s office for review. Commencement will be June 20 at 6:00 p.m. for Clarkesville and Currahee and on June 21 at 11:00 a.m. for Blairsville.
  - Graduation Commencement was held on January 25 at The Torch in Demorest with 80 students participating.
  - Dual Enrollment is continuing to grow as many projects are in the works with high schools within our service area.
  - Financial Aid has completed term processing and dispersed Financial Aid for Spring Semester.
  - Enrollment for the Spring term is 2,254 which when compared to the last Spring enrollment of 2,311, represents a drop of 2.5%. The number of credit hours students registered for this term was 22,278, a decrease of 6% when compared to Spring 2012 (23,695). The Full Time Equivalent (FTE) for the Spring term is 1,485, which is a decline from 1,579 last Spring, a 6% decrease (TCSG Seven Day Enrollment Report, 1/23/13).
  - Plans have already begun for the NGTC Spring Graduation. There will be two ceremonies. One ceremony will be held for the Clarkesville/Currahee students and another for Blairsville students. Times and locations will be announced in February.
- Academic Affairs, Ms. Kathie Ivester:
    - Sean McAuley has been hired as a full time Math instructor at the Clarkesville Campus.
    - IE office is conducting full review of NGTC’s mission statement. Survey was sent to faculty and staff.
    - SACSCOC Institutional Profile for General Information and Enrollment Fall 2012 was submitted.
    - Blairsville Campus Medical Assisting Annual Report was submitted to the Medical Assisting Education Review Board.
    - High School Region II SKILLS USA competition was held on the Clarkesville Campus on January 24. Over 600 people were on campus for that event.
    - The NGTC Libraries recently reclassified their materials to the Library of Congress system, the classification system used by most institutions of higher education.
    - Copper Basin High School 10<sup>th</sup> and 12<sup>th</sup> graders visited the Blairsville Campus on January 31.
    - A student organization membership blitz will be held February 21 and over 70 students are participating. This is part of the Complete College Goals.

### **President’s Report**

- Sandra Maughon introduced the new logo to the board. The new logo will be launched at EagleFest on April 10, 2013. A new mascot will also be introduced.
- The Complete College Georgia is a huge change initiative for all public colleges in Georgia. We are working closely with staff in order to reach our target of producing 523 graduates in FY 2013—a 5.3% increase for each college in the state each year.
- TCSG is attempting to encumber \$900,000 to help complete the Parker Nellis building. Approximate \$500,000 for AV equipment in the original portion of the building and \$400,000 to complete the lower portion that was just a shell.
- HB 372 is in appropriations committee. This changes the eligibility for HOPE grant from 3.0 to 2.0 GPA—93% of TCSG students are on the HOPE grant. This will help make education more affordable.
- The Currahee Campus building project is on schedule. The Blairsville Campus addition is in the capital outlay.
- Interviews for the VPAA are being scheduled. Lorna Chapman, new Executive Assistant, will begin March 1, 2013.

Chairman Caudell reminded everyone that the next meeting is April 17, 2013, on the Blairsville Campus. A motion to adjourn was requested.

*A motion to adjourn was made at 4:15 p.m. by Dr. Wade, seconded by Ms. Reabold, and approved by all.*

Minutes submitted by:

Approved by:

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President  
North Georgia Technical College

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Chairman of the Board of Directors  
North Georgia Technical College

