

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

April 17, 2013

**Call to Order:** Vice Chair Martha Reabold called the meeting to order at 3:00 p.m. The meeting was held on the Blairsville Campus of North Georgia Technical College.

**Invocation:** Mark Rasmussen offered the invocation

**Members Present:** Martha Reabold, Jim Wade, Rebecca Stovall, Mark Rasmussen, Jane Brackett, Rebecca King

**Members Absent:** Chan Caudell and Jeff Gooch

**Staff Present:** Mark Ivester, Mike King, Kathie Ivester, Carol Carson, Gail Thaxton, Lorna Chapman, Jeannie Barrett, Mindy Glander, Janet Henderson, and Renee Deibert

**Community Accomplishments:** Mark Ivester presented the Manufacturer of the Year Award to Corrugated Replacements Inc. The company began in 1981 and has become a major component of the corrugated and paperboard converting industries with over 2400 clients worldwide. Bob Lee, company owner, Daniel Ford and Jenny Chandler accepted the award, and Jenny Chandler shared some history of the company and its recent growth in China.

**Introductions:** Martha Reabold introduced two faculty members in their new roles. Carol Carson, Vice President of Administrative Services, and Kathie Ivester, Vice President of Academic Affairs. Welcome to Lorna Chapman, the new Executive Assistant to the President. Congratulations to Renee Deibert who has accepted the position of Campus Manager for Blairsville. Renee will retain her duties as the Distance Education Specialist. After the meeting, Mindy Glander, Dean of Academic Affairs, is conducting a tour of the campus. Mindy shared a handout that explained updates to the Blairsville campus. The board thanked Jeannie Barrett for over 9 years as the Executive Assistant to the President and congratulations on her new position in Purchasing.

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

**Approval of Minutes:** *Martha Reabold requested a motion to approve the minutes of the February meeting. A motion was made by Jane Brackett, seconded by Jim Wade, and approved by all.*

#### **Vice Chair's Report:**

- Janet Henderson, Institutional Effectiveness Director, explained the new Mission Statement. Dr. Thaxton responded to questions about the criteria and how the statement was developed. The statement received positive feedback from members of the board, with emphasis that the statement specifically speaks to the student focus.  
*A motion to approve the new mission statement as presented was made by Mark Rasmussen, seconded by Jim Wade, and approved by all.*
- Award recipients, Leslie McFarlin and Dustin Bucher, will be in attendance at the GOAL/Rick Perkins Awards Banquet on April 23.
- Mark Ivester shared that Kelly Johnson, an Adult Education student from the Currahee campus, was selected as one of the eight finalists in the 2013 EAGLE (Exceptional Adult Georgian in Literacy Education) competition. Kelly was nominated by her instructor Jackie Reeder. Competitions were held on March 21.

- Congratulations to our students and advisors who performed so well at SkillsUSA and the PBL competitions.
- Kathie Ivester discussed the Medical Assisting AAS Degree on the Clarkesville and Blairsville campuses, effective Spring 2014 (201414). Kathie explained that the program is a great opportunity for the students.  
*A motion to approve the Medical Assisting AAS Degree program as presented was made by Mr. Mark Rasmussen, seconded by Ms. Rebecca Stovall, and approved by all.*

**Financial Report:** Carol Carson

- The report reflects 75% of the year completed and is on target.  
*A motion to accept the financial report as presented was made by Dr. Jim Wade, seconded by Ms. Rebecca King, and approved by all.*

**Vice Presidents' Reports:**

- Administrative Services, Carol Carson:
  - DOAS Comprehensive Loss Control Evaluation was held in February. Topics that were covered included tours of our facilities and grounds, security/safety plans, Workers Compensation procedures, and Return to Work training. DOAS was very complementary of our policies and procedures that we have in place and made suggestions for continued improvement for our campus to be safe for our students and staff.
  - Brad Stancil has been hired for the Accountant/Payroll Technician position. A new sound system for the Clegg Auditorium is being installed and should be complete this month.
- Economic Development, Mark Ivester:
  - The Torch Worship Center in Demorest is hosting the Chick-fil-A® Leadercast® on May 10. This is a one-day leadership event broadcasted LIVE from Atlanta.
- Student Affairs, Mike King:
  - Eaglefest was held April 10 and included various activities for all students, faculty, and staff. The new NGTC Wolves mascot was unveiled and students received a new mascot t-shirt. Pending further discussion, "Springfest" maybe the future name for the event.
  - 308 students have been accepted for Summer Term, 500-600 are anticipated to be accepted.
  - Twenty-one high schools visited the college during March and April, with over 1,000 students touring the campuses.
- Academic Affairs, Kathie Ivester:
  - GOAL winner Dustin Bucher attended the regional event at Lanier Tech and is participating in the GOAL event in Atlanta on April 25.
  - Kathie Ivester, Mark Ivester, Fran Chastain, Janet Henderson, and Mindy Glander participated in the Complete College of Georgia Summit in Athens and learned new methods for retention.

**President's Report:**

- It is still necessary to carefully examine the overall budget to see if there is a way to bring personnel costs and operational costs down.
- We are expecting to receive updated budget information at next week's meeting, and the Cabinet is continuously meeting to devise the budget plan for FY 2014. The Blairsville project is likely to be included in the FY 2014 budget.

- A combination of carry-over funds, RIF, 10-month contracts, reduction in spending, and shifting spending to other areas prepares us for growth with new programs that will draw students and that match the job market.
- Furloughs are not “off the table” but we are working hard to avoid them.
- TCSG has approved a Reduction in Force and a 10-month contract plan for FY 2014. The Turf and Golf Course Management Program will be terminated as of July 30, 2014, and the Motorcycle Service Technology Program will be terminated as of April 30, 2014. The decision is based on low enrollment and a low number of graduates. As a result this will impact two faculty members whose positions will be eliminated. Five faculty members will go on 10-month teaching agreements beginning August 2013.
- Work is progressing on the Currahee project, the timeline is on target to serve students in the summer of 2014.
- A delay of at least one term is expected on the work for the Parker Nellis project. \$1M will complete the project and the estimated completion is the summer of 2014.
- In partnership with the Archway Project, UGA graduate students are helping us with a Master Campus plan. Their focus is on how to enhance the quad and our entrances as well as to identify the possible best sites for additional construction or parking.
- To fill our vacant Union County position on the board, a meeting was held with Jeremy Williams, Assistant Superintendent for Union County Schools. Dr. Williams has expressed interest in becoming a member of the board and shares many attachments to the college and the community. He grew up in Habersham County, and his father attended North Georgia Tech. We will move forward by submitting his resume to the state board.

Vice Chair Martha Reabold reminded everyone that the next meeting is May 15, 2013, on the Clarkesville Campus. A motion to adjourn was requested.

*A motion to adjourn was made at 4:15 p.m. by Dr. Wade, 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

