

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

May 15, 2013

**Call to Order:** Chair 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:** Mark Rasmussen offered the invocation

**Members Present:** Martha Reabold, Jim Wade, Rebecca Stovall, Mark Rasmussen, Jeff Gooch, Rebecca King

**Members Absent:** Jane Brackett

**Staff Present:** Gail Thaxton, Mark Ivester, Janet Henderson, Fran Chastain, Sandra Maughon, and Lorna Chapman

**Guests Present:** Tim Bennett, Colby Moore, Judy Taylor, and representatives from Habersham Metal Products Company, Inc.

**Community Accomplishments:** Mark Ivester presented the Manufacturer of the Year Award nomination to Habersham Metal. After an informational video about the company, a leading manufacturer of Life Safety metal products, our guests were introduced to the board. On behalf of the company, Chief Financial Officer Wes Scott thanked NGTC for the nomination. Habersham Chamber of Commerce President Judy Taylor also announced Habersham Metal as April's company of the month. The company celebrates over 55 years of continuous operation and has produced more than 110 jobs for the county.

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

**Approval of Minutes:** *A motion to approve the minutes for the April meeting. A motion was made by Mr. Mark Rasmussen, seconded by Ms. Martha Reabold, and approved by all.*

#### Chair's Report:

- Janet Henderson, Institutional Effectiveness Director, explained the Program-specific Fees action item. The local board approves the fees as outlined, and the state board approves activity fees, and graduation fees.  
*A motion to approve program-specific fees as outlined in the "Program-specific Fees" document effective fall semester 2013 as presented was made by Dr. Jim Wade, seconded by Mr. Jeff Gooch, and approved by all.*
- Janet Henderson explained the FY14 Perkins Funding Application and Budget. Staff from the Technical College System of Georgia visited NGTC in April to discuss deficiencies from four of the five Perkins benchmarks. Due to the identified deficiencies, a Special Populations/Retention Coordinator position is proposed. The salary for the position is coming from the Perkins grant and Perkins representatives fully support the move to hire a full time staff member for this role. The position will be charged with retention and case management support. Currently staff are assigned to perform different duties to fulfill the role.  
*A motion to approve the FY14 Perkins Funding Application and Budget as presented was made by Ms. Rebecca King, seconded by Mr. Mark Rasmussen, and approved by all.*
- Janet Henderson explained the TCSG Performance Accountability System Executive Summary. The plan as outlined was reviewed.  
*A motion to approve the TCSG Performance Accountability System Executive Summary was made by Dr. Jim Wade, seconded by Mr. Mark Rasmussen, and approved by all.*
- Articles from the News Releases were shared. The White County Newspaper highlighted the National Technical Honor Society induction ceremony.

**Financial Report:** Mark Ivester

- The report reflects 84% of the year completed and is on target to carry over the same amount of funds from last fiscal year. We will know more as soon as the summer revenue is accounted for by the end of May/first week of June time frame.  
*A motion to accept the financial report as presented was made by Ms. Martha Reabold, seconded by Dr. Jim Wade, and approved by all.*

**Vice Presidents' Reports****Administrative Services,** Mark Ivester

- On May 16, Blairsville Commissioner Paris and the local board of Union County voted to approve the donation of a property for the Blairsville campus addition.
- The Clegg Auditorium project is finished. The new sound system and carpet installation may attract the community to utilize the facility. It was recommended that the June board of director's meeting be held in the auditorium.
- During the month of May, the bookstore is offering the option of pre-ordering textbooks with financial aid funds.

**Economic Development,** Mark Ivester:

- A lot of time is being spent working to develop business and industries with the school system, the focus is with Fannin and Stephens counties.
- Stephens County recently became a CLCP (Certified Literacy Community Partner), and part of the criteria for winning is the GED pass rate.
- Carlton Colwell Detention Center had been named PDC (Probation Detention Center) of the year, and part of the success for winning is the GED pass rate.

**Student Affairs,** Fran Chastain:

- Caroline Frick, Kim Kelley, and Audra Jimenez attended HOPE Scholarship Evaluation training for TCSG personnel in Acworth on April 3.
- Daniel Gregg and Dan Pressley attended the NAPE (National Alliance for Partnerships in Equity) Conference in Washington, DC on April 15-18.
- Members of the Board are encouraged to attend Graduation Commencement ceremonies on June 20 at Clarkesville and June 21 at Blairsville. Further information is forthcoming.

**Academic Affairs,** Janet Henderson:

- Leslie McFarlin well represented NGTC, and was named as first runner-up to the State Rick Perkins Winner.
- Jeff Gulle won the title "Photographer of the Year" of Georgia Professional Photographers Association for the second year in a row. In addition, he won Best of Show, The American Society of Photographers Elite Award, The Professional Photographers of America Certified Professional Photographer Award, the Lexjet Sunset Award, Fuji Masterpiece Award, and the Kodak Gallery Award.
- Kallan Williams, Fran Chastain, and Mindy Glander visited Habersham Central High School to discuss the Nurse Aid TCC program starting up in the school.

**President's Report:**

- Dr. Gail Thaxton extended an invitation to the Board to attend the volunteer appreciation luncheon on May 22 at the Clarkesville campus, and May 30 at the Blairsville campus. The luncheon is to recognize volunteers who have worked with our students at our adult education centers.
- Rick Story and four UGA students from Archway Development program, met with Dr. Thaxton and Michael Boyd to discuss the Campus Redesign Project. The number one priority is the Quad area and Archway will work with our horticultural program to develop ideas for green space to make the area it more attractive. A recommendation is to invite Rick Story and the students to the August or September board meeting to provide an update on the progress.

- The Vice Presidents met recently to discuss diverting monies and restructuring the FY2014 budget. The FY2014 reduction is about 7% less than that what was allocated July 1, 2012, for the FY2013 academic year. The budget allows for the implementation of the ECE (Early Childhood Education) program starting January 2014. Looking ahead to FY2015, the TAACCCT grant funding is ending. We are looking to cut operating expenses and at the same time position the college for growth. Dr. Jim Wade noted that if the board knew when the legislation discussions were coming up, the board could provide college support by making phones calls.
- The Complete College Kick Off started today with a mandatory staff development meeting. The initiative ties students graduating to performance funding. We are taking the resources we have to meet the challenge for Every Day... Every Student.....a Graduate.
- The college is vigorously trying to contact students who are impacted by the change with the HOPE grant.

Chair Chan Caudell reminded everyone that the next meeting is June 19, 2013, on the Clarkesville Campus. A motion to adjourn was requested.

*A motion to adjourn was made at 4:15 p.m. by Dr. Jim Wade, seconded by Ms. Rebecca King, 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