

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

June 19, 2013

Call to Order: Vice Chair Martha Reabold 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 Ivester offered the invocation.

Members Present: Jim Wade, Mark Rasmussen, Jeff Gooch, Rebecca King, and Jane Brackett

Members Absent: Chan Caudell and Rebecca Stovall

Staff Present: Gail Thaxton, Mark Ivester, Mike King, Kathie Ivester, and Lorna Chapman

Guests Present: Kallan Williams

Approval of Agenda: *A motion to approve the agenda was made by Jeff Gooch, seconded by Jane Brackett, and approved by all.*

Approval of Minutes: *A motion to approve the minutes for the May meeting was made by Jeff Gooch, seconded by Rebecca King, and approved by all.*

Vice Chair's Report:

- Martha Reabold announced the changes to the NGTC radio broadcasts. For the past several years, two NGTC-affiliated shows have been running on the weekend: *It's All about the Food*, and *Motor Madness*. Because of the change in the motorcycle program, the station suggested a general NGTC show, and "The NGTC Wolf Howl – Pretty Amazing Wolf Stories (PAWS) was created. The format for the *NGTC Wolf Howl* is a brief (2-3 minute) overview of current events at the college, 18-minute interview with the guest, and a final wrap up.
- The new students quick reference guide – *Stay on the Road to Success* (non-traditional brochure) - was distributed. Great job to Sandi Maughon for developing a reference guide that will have a year to 18 months longevity.

Dual Enrollment Initiatives Presentation: Kallan Williams

- Kallan Williams, Recruiter/High School Coordinator, provided a handout that outlined Dual Enrollment Initiatives. As of June 19, the college has received 183 applications and 107 of those applicants have been accepted into the program (last year the total was 68). The question was asked why so many students are not accepted. In response, Kallan explained that it is due to students not being program ready and the hurdle is the test (less than 50% of the students tested are program ready). A challenge Kallan is experiencing is fitting the student into a class that coordinates with their high school classes. Kallan was commended for his diligence and hard work to the program to support student success.

May Financial Report/Administrative Services: Carol Carson

- The May financials are in line with revenue and expenses.
- The question was asked for the percentage of full-time staff/faculty salaries assigned to health and retirement benefits. 50% of salaries are assigned to health and retirement benefits.
- A webinar is scheduled for June 26 to explain the Affordable Care Act (ACA) that becomes effective Jan 1, 2014. Adjuncts and tracking of their hours may be an issue we need to work through, to ensure the college is compliant with the ACA.

A motion to accept the financial report as presented was made by Mark Rasmussen, seconded by Jim Wade, and approved by all.

Budget Presentation: Gail Thaxton and Carol Carson

- Carol Carson handed out three 2014 budget items; Annual Budget, Auxiliary Budget, and Projection Tuition/Fees.
- It was explained that budget process begins in March of each year, and all staff have the opportunity for input on budget items.
- Gail Thaxton presented a powerpoint on the proposed 2014 Annual Budget. It was explained that the TCSG fund source was at one time state supported, and since 2008 has become a state assisted system.

A motion to accept the 2014 Budget Report as presented was made by Jim Wade, seconded by Mark Rasmussen, and approved by all.

Vice Presidents' Reports

Economic Development, Mark Ivester

- GED volunteer appreciation luncheons were held on Blairsville and Clarkesville Campuses; both luncheons were well received.
- The new Economic Development Training Center on the Clarkesville Campus is near completion and a ribbon cutting date is soon to be announced.
- The Clarkesville campus is to host 225 bus technicians for State-wide training.
- The summer Lego camps have generated a positive response. The camps will be held at each campus.
- The Clarkesville campus is to host the Georgia High School Ag Teachers for welding training.
- Adult Education has exceeded its goal for 365 GED graduates. As of June 19 the total was 384.
- Adult Education has also exceeded the goal of 1,262 in enrollment. As of June 19 the total of enrollment was 1,317.

Student Affairs, Mike King

- The college has received 1,563 applicants for Fall Semester 2013.
- We are reporting a 1.5% drop in enrollment.
- Current students are taking more credit hours, this has increased by 1.5%.
- Student Affairs introduced new staff. Heidi Tapley was named Assistant Registrar on May 15, and Joan Sims was named Financial Aid Technician on May 16.

Academic Affairs, Kathie Ivester

- Staff Development was held for faculty and staff on May 15. The program was well received with informative and fun activities. The program also covered NGTC Complete College Initiative.
- Nissan North America Technical Training Center in Marietta donated a 2009 Nissan Cube to the Automotive Technology program.
- Sara Taylor has been hired as the iStan Coordinator for the Nursing program. The iStan Lab is complete and it was suggested that the board members take a tour of the iStan lab at a future board meeting.
- Photography students attended and volunteered at the Southeastern Professional Photographers Convention.
- The RN program was approved. The program is accepting 30 students; 150 applications have been received.

Approval of Program Termination

- Motion to terminate the Turf and Golf Course Management AAS degree on the Clarkesville Campus effective Summer Semester 2015 due to low enrollment.
- Motion to terminate the Turf and Golf Course Management diploma on the Clarkesville Campus effective Summer Semester 2015 due to low enrollment.
- Motion to terminate the Motorcycle Service Technology diploma on the Clarkesville Campus effective Summer Semester 2014 due to low enrollment.
- Motion to terminate the Motorcycle Maintenance Technician TCC on the Clarkesville Campus effective Summer Semester 2014 due to low enrollment.
- Motion to terminate the Turfgrass Technician TCC on the Clarkesville Campus effective Summer Semester 2015 due to low enrollment.

A motion to approve the terminations was made by Mark Rasmussen, seconded by Jane Bracket, and approved by all.

Approval of New Programs

- Motion to approve Early Childhood Care/Education AAS Degree on the Currahee Campus effective Spring 2014 (201414).
- Motion to approve Early Childhood Care/Education Diploma on the Currahee Campus effective Spring 2014 (201414).
- Motion to approve Early Childhood Care and Education Basics TCC on the Currahee Campus effective Spring 2014 (201414).
- Motion to approve Early Childhood Program Administration TCC on the Currahee Campus effective Spring 2014 (201414).

A motion to approve the Early Childhood Education programs was made by Rebecca King, seconded by Jim Wade, and approved by all.

President's Report, Gail Thaxton

- The state board approved the mission statement and the 0.11 acres of property for the Blairsville campus.
- Gail Thaxton thanked the cabinet for all their hard work and teamwork this past year.

Vice Chair Martha Reabold reminded everyone that the next meeting is August 21, 2013, on the Currahee Campus. A motion to adjourn was requested.

A motion to adjourn was made at 4:30 p.m. by Rebecca King, seconded by Mark Rasmussen, and approved by all.

Minutes submitted by:

Approved by:

President
North Georgia Technical College

Chairman of the Board of Directors
North Georgia Technical College