

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS
Meeting Minutes
August 21, 2013

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

Invocation: Dr. Mark Ivester offered the invocation.

Members Present: Mark Rasmussen, Jeff Gooch, Rebecca King, Jane Brackett, and Rebecca Stovall.

Members Absent: Chan Caudell and Dr. Jim Wade.

Staff Present: Dr. Gail Thaxton, Dr. Mark Ivester, Dr. Mike King, Kathie Ivester, Carol Carson, Sandi Maughon, Greg Roach, Colby Moore, and Lorna Chapman.

Guests Present: Dr. Jeremy Williams, Brad Cagle, Tim Green, Jonathan Salter, Ryan Norton, Tabitha Trevino, and Lisa Hook.

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

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

Vice Chair's Report:

- PBL Advisors Brad Cagle and Tim Green introduced four of the six students who participated in the National PBL competition in June. The completion consisted of 100 questions, a written test, and a 10-12 minute simulation of a parliamentary meeting, using the technique of Robert's Rules of Order.
- Representing Union county, Martha Reabold introduced new board member Dr. Jeremy Williams, the Assistant Superintendent at Union County Schools. Raised in a family of educators, Jeremy has served K-12 education as a teacher, school improvement consultant, and regional administrator. His background and focus on improving educational experiences for rural students creates opportunities for collaboration, implementation, and replication. Jeremy received his Bachelor of Science in Physics Education at North Georgia College and State University and his Education Doctorate at Piedmont College. A native of Habersham County, Jeremy and his wife, Jenny, currently reside in Blairsville where they raise their two children. Dr. Thaxton welcomed Jeremy and looks forward to his participation with providing a K-12 perspective to the board.
- Martha Reabold presented the new President's medallion to the board. The historic medallion is worn by the president on all special occasions of the technical college. The original seal was designed by the late Bill Grant, teacher of Drafting, and his students in the late 1960s, and was immediately adopted for official use. The design depicts different fields of study offered by the technical college. The medallion is on a hand-woven silk ribbon made by another noted north Georgia artist, Tommye McClure Scanlin, of Dahlonega. The ribbon colors represent the blue and green of NGTC.

Machine Tool Instructor Shannon Gary and his students were challenged with making a new ceremonial medallion for the June graduations. The medallion was made on the CNC machine and it took up to 40 hours to design the medallion using a very old picture. Great job to Shannon and his team!

Currahee Campus Update: Greg Roach

- Currahee Campus Operations Director Greg Roach welcomed the board to the Currahee campus and invited them on a tour of the health science expansion after the meeting. December 2013 is the anticipated completion of the new wing; realistically it will be the summer of 2014. In the meantime, the new Practical Nursing program is offered on campus 2 terms before the new facility opens.
- Registration is going well for fall semester with over 500 students.

Financial Report: Carol Carson

- June and July financials were presented.

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

Administrative Services Report: Carol Carson

- Most expenses will increase next month once instructors get started and place orders.
- Excellent fund equity balance of \$1,912,156.390, due to more students than projected, conservative spending and better planning for spending.
- State Accounting Office (SAO) Peopelsoft closed out July 26.
- Department of Audits *Engagement Agreed Upon Procedures Review* will conduct a review by the end of October.
- Restroom updates have begun on the Clarkesville campus with the Clegg Center restroom remodel.
- Groundskeepers have been working diligently to keep up with the maintenance work around campus. The frequent summer showers have accelerated the growth of our lawn and landscaping plants necessitating the need for part time workers to help maintain our campus.
- Groundskeepers are working on cleaning up around the cross country track to make it more visible from Tech School road and our campus.
- A new type of equipment has been ordered to cut the brush and grassy areas.
- Teri Aurora was recently hired for the Account Technician/Cashier position at the Clarkesville campus.

Academic Affairs Report: Kathie Ivester

- NGTC received official notification that SACS/COC has reaffirmed the school's accreditation.
- Associate of Science in Nursing Degree was officially approved by the TCSG State Board. The program also received initial approval from the Georgia State Board of Nursing. The first cohort of students began class on August 21.
- Overall, the AAS "Meet and Greet's" held at each campus went well. We will consider a few changes to improve attendance for future events.

- Roslynn Kuznicki was hired as the new Nurse Aide Instructor and is conducting classes of 30 students on site at Habersham Central High School.

Action Items:

- Motion to approve Internet Specialist Web Application Development AAS Degree on the Clarkesville campus effective Spring 2014 (201414).
- Motion to approve Internet Specialist Web Application Development Diploma on the Clarkesville campus effective Spring 2014 (201414).
- Motion to approve Internet Specialist Web Application Developer TCC on the Clarkesville campus effective Spring 2014 (201414).

A motion to approve 3 programs was made by Rebecca King, seconded by Rebecca Stovall, and approved by all.

- Motion to terminate Machine Tool Diploma on the Clarkesville Campus effective Spring 2014 (201414).
- Jeff Gooch expressed his concern about the termination of the Machine Tool Diploma. As an industry business owner, he believes that what is currently being taught works well. It was explained that the program content has not changed, except that in FY2012 CNC was adapted to add computerized programs. Though shorter it is now a CNC Technology Diploma rather than a certificate. Dr. Thaxton added that the college is moving in the right direction and more program changes will occur in the future to match skill sets and improved package of content.

A motion to terminate Machine Tool Diploma was made by Jane Brackett, seconded by Jeff Gooch, and approved by all.

Economic Development Report: Dr. Mark Ivester

- Plans are being made for an Economic Development Training Center ribbon cutting in early October, date and time to be decided.
- Industrial Summit is in the plans for October 29 and will coincide with a visit from Commissioner Ron Jackson.
- The EDC meeting on August 12 was a successful event, 28 attendees from surrounding industries, including 5 superintendents. The program was facilitated by Rope Roberts. Jeff Gooch attended and mentioned that he thought the meeting was well received and everyone left with a unified goal to fill the need for jobs.
- Exceeded the goal of 1,025 participants by 2,915 in continuing education and adult education.
- FY2013 was a great year for adult education:

✓ Enrollment	2013 Goal – 1,400	Actual – 1,345
✓ Completions	2013 Goal – 600	Actual – 831
✓ GED Graduates	2013 Goal – 385	Actual – 404
- Economic Developments FY14 goals are:
 - Establish a NE Georgia Economic Develop Council.
 - Host Industrial Summit. Guest speaker, Commissioner Ron Jackson.
 - Enhance relationship with customers.
 - Improve Economic Development portion of NGTC website.

Student Affairs Report: Dr. Mike King

- 390 students registered college-wide at New Student Advisement Day held on July 25.
- 131 students are registering as dual-enrolled for the upcoming Fall Semester. High school Coordinator Kallan Williams hard work has contributed to this number growing significantly because of his emphasis on building relationships with parents and students and increasing his outreach to high schools.
- Graduation Commencement services were held in June at The Torch Church for Clarkesville and Currahee students on June 20, and at the First Baptist Church of Blairsville on June 21 for Blairsville students.
- Stacie Tatum has been hired as the new Financial Aid Technician and she will begin her job on August 19.

President's Report: Dr. Gail Thaxton

- Dr. Thaxton discussed the FY2015 Capital outlay project and need for additional space for industrial programs. For example the A/C building was built in the early 60's and is inefficient and not cost effective. We need to push the project for a Manufacturing Technology and Economic Development Center in front of elected officials, and Governor Deal is open to move forward on funding projects.
- The college is currently recruiting for an Early Childhood Care and Education Technology instructor to hire for the start of the program in January.
- Congressman Doug Collins will visit the Clarkesville campus on August 28. The visit will consist of a short tour of the Welding building and a round table discussion on workforce training programs. Martha Reabold will represent the board, other representation will be students, NGTC graduates, business, and industry leaders who hire our graduates.
- With a strong focus on retention, Dr. Michele Shirley has been hired as the Special Populations, Retention Coordinator. Ms. Shirley's focus plan is learning support students, students in introductory courses, and non-traditional students.
- The Habersham Archway Committee will present at the September 18 board meeting. The students involved on the committee will make a presentation of their ideas for the Quad area.

Vice Chair: Martha Reabold closed the meeting with a reminder that the next meeting is September 18, 2013, on the Clarkesville Campus. A motion to adjourn was requested.

A motion to adjourn was made at 4:15 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