

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS
Meeting Minutes
October 16, 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: Chan Caudell offered the invocation.

Members Present: Dr. Jim Wade, Mark Rasmussen, Jane Brackett, Dr. Jeremy Williams, and Rebecca Stovall.

Members Absent: Vice Chair Martha Reabold, Jeff Gooch, and Rebecca King.

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

Approval of Agenda:

A motion to approve the agenda was made by Rebecca Stovall, seconded by Mark Rasmussen, and approved by all.

Approval of Minutes:

A motion to approve the minutes from the August meeting was made by Dr. Jim Wade, seconded by Rebecca Stovall, and approved by all.

Approval of 2014 Local Board of Director Board Meetings:

A motion to approve the 2014 board meeting dates was made by Dr. Jim Wade, seconded by Rebecca Stovall, and approved by all.

Swear-in Ceremony:

Before assuming any duties, local board members must take the oath of office administered by a Judge of Court. Judge Chan Caudell conducted the swear-in ceremony for new local board member representing Union County, Dr. Jeremy Williams.

Chair's Report:

- Referring to the August and September news release handouts, Chan Caudell thanked everyone for the positive media coverage the college is receiving.
- Technical College Director Association (TCDA) Leadership Conference November 4-6. Members who had attended the conference in the past expressed their enjoyment of the informative workshops, networking with other College Board members, and how much they learned about their role and responsibilities as board members. Itinerary packets were handed out to registered board members.
- The summer edition of the TCDA newsletter was handed out and Chan Caudell highlighted those students in the newsletter that represented NGTC for EAGLE, GOAL, and Rick Perkins awards.
- Chan Caudell requested that after the board meeting members take a tour of the new Simulation Laboratory in the Rubye Franklin Building, room 201. Simulation Lab Coordinator Sarah Taylor's students will be demonstrating how they utilize the iStans in their practical work.

- There was a recommendation to have the Retention Coordinator, Michele Shirley to conduct a presentation on retention activities at the November board meeting.
- Chan Caudell stated that the reason the meeting was held in the Clegg building was to see the new renovations of the auditorium and restrooms. Both facilities are extensively used for general public meetings and the renovations were needed to meet the high demand of its public use.

Financial and Administrative Services Report: Carol Carson

- FY14 bond sales occurred this is early in the year and usually happens in January.
- The Business Office completed a P-card audit with the Department of Administrative Services (DOAS). Process Improvement Audits Department evaluated the functional operation of the Team Georgia Marketplace (TGM) upgrade that occurred in December, 2012. DOAS reviewed all p-card transactions from April 2013 through July 31, 2013. The audit was completed with no findings. One recommendation was for the college to develop its own audit policy.
- Congratulations were expressed to Carol Carson and her team for a clean audit, especially because three of Carol's staff are new to the Business Office.

A motion to accept the financial report as presented was made by Jane Brackett, seconded by Dr. Jeremy Williams, and approved by all.

Academic Affairs Report: Kathie Ivester

- Advisory Committees are in place and prepared for meetings to begin in the Fall.
- The QEP Executive Summary was submitted to SACSCOC on August 7. This is the last submission until the next report that is due in 5 years.
- The 2013 Complete College Georgia Activity Report was submitted to TCSG on August 13.

Economic Development Report: Dr. Mark Ivester

- Adult Education: during the period of July 2012 through June 2013, 101 students (26.2%) were GED graduates enrolled in NGTC. At GED graduation, Academic Affairs assisted students with information and responded to questions about furthering their education.
- The lineworker program is going well; Georgia Power is hiring.

Student Affairs Report: Dr. Mike King

- Compared to last Fall, enrollment increased by (2.7%) – 64 students.
- Fall Semester enrollment was accompanied with an increase in credit hours and FTE of 0.5%. This translates into revenue at 10 semester hours per student.

President's Report: Dr. Gail Thaxton

- The Commissioner's initiative for Performance Based Funding is still on track. FY 2016 is based on the number of graduates and retention with less emphasis on enrollment.
- 132 students are greatly benefited by the Dual Enrollment program by earning credit in high school for college. Meetings with superintendents in our service areas have gone very well.
- Dr. Gail Thaxton shared the 2012 and 2013 Performance Goal and Benchmark Report. The benchmarks are set by Commissioner Ron Jackson and are a public record. The area for concern is the retention rate not meeting the set goal. Michele Shirley the Retention Coordinator will join the November 20 board meeting to share new initiatives to increase the retention rate.

- Material on Capital Outlay 2015 was handed out. The information is being shared with elected officials and they have been invited to tour the Clarkesville campus to see firsthand the decay of the buildings, especially the HVAC and Machine Tool buildings that were built in the 1960's.
- Commissioner Ron Jackson is visiting Blairsville and Clarkesville on his "Caravan" tour of technical colleges. We have developed a full agenda for both days to include a Rotary Luncheon on Monday October 28 in Blairsville and to be our guest speaker at the Industrial Summit on Tuesday October 29.

Chair Chan Caudell closed the meeting with a reminder that the next meeting is November 20, 2013, on the Clarkesville Campus. A motion to adjourn was requested.

A motion to adjourn was made at 4:15 p.m. by Rebecca Stovall, 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