

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

November 20, 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:** Jeff Gooch offered the invocation.

**Members Present:** Martha Reabold, Dr. Jim Wade, Mark Rasmussen, Jane Brackett, Dr. Jeremy Williams, Rebecca Stovall, Jeff Gooch, and Rebecca King.

**Staff Present:** Dr. Gail Thaxton, Dr. Mark Ivester, Dr. Fran Chastain, Kathie Ivester, Dr. Michele Shirley, and Lorna Chapman.

**Staff Absent:** Dr. Mike King and Carol Carson.

#### **Approval of Agenda:**

*A motion to approve the agenda was made by Martha Reabold, seconded by Dr. Jim Wade, and approved by all.*

#### **Approval of Minutes:**

*A motion to approve the minutes from the October meeting was made by Dr. Jeremy Williams, seconded by Dr. Jim Wade, and approved by all.*

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

- Special Populations and Retention Coordinator Dr. Michele Shirley was invited to the meeting to share the strategies that are being used to retain non-traditional students. The board thanked Michele for her presentation and passion to her job. Some of the initiatives Michele has implemented are:
  - Student referrals from instructors; since July of this year, Michele has received 229 student referrals; some students have been repeat referrals.
  - A report will be generated at the end of each semester to analyze whether the students who received services stayed in class and registered for the next semester.
  - Implemented an early alert call to students: During the week of August 19 – 23 calls were made to students who registered on the last registration day as an effort to ease their transition to college.
  - A successful non-traditional breakfast was held on November 19. The breakfast was at the Clarkesville campus with DLC for Currahee and Blairsville. The breakfast included speakers who had graduated from a non-traditional program.
  - An “I Will Graduate” card was implemented. The card can be displayed on a mirror or fridge to reinforce to students a method to visualize their goal to graduate.
  - Implemented a college 911 class: this is an orientation scheduled at the time of registration.
- Chan Caudell noted that the board members attendance at this meeting was 100%. Also was noted that the October minutes stated Mark Ivester offered the invocation. October minutes to be revised to indicate that Chan Caudell offered the invocation.
- Dr. Thaxton spoke about the Achieving the Dream letter located in the notebook. The goals for the Achieving the Dream program align with the College's mission and vision for providing educational services to promote student success, both at NGTC and throughout life. The Achieving the Dream initiative will increase opportunities for student access, increase the graduation rate, produce more graduates for the workplace, and ultimately make our community more economically competitive. The program will undertake an in-depth quantitative and qualitative analysis of the college's strengths, problem areas, and achievement gaps. Other colleges in the program are Atlanta Tech, Gwinnett Tech, and Augusta Tech. The program is a three

year commitment and includes a coach. The cost for the program is \$75,000 per year. TCSG will fund the first year, state funds will be looked at for the second and third year. Dr. Jim Wade and Martha Reabold approved the endorsement with unanimous support from board members.

- Chan Caudell shared an article about the Alumni Awards that occurred at the Homecoming event on October 19. Clint Simmons and Shannon Gary were chosen as recipients of the Career Achievement Award. Career Achievement Awards are given to NGTC graduates working in the field that they studied at the college. Simmons is a graduate from the Welding program and a Fabrication Manager at Patterson Pump. Gary teaches Machine Tool, CNC Technology and Tool and Die at NGTC.
- The TCDA Leadership Conference in Savannah was well represented by five board members. Recent member to our board Dr. Jeremy Williams stated that he enjoyed the workshops and found the conference as a whole very informative.

#### **Financial and Administrative Services Report: Dr. Mark Ivester**

- Mark Ivester referenced 57.6% for Tuition/Fees on the financial report as a positive statement.
- Maintenance and facilities has two openings to fill. The college is saddened by the loss of Dennis Allen, our Maintenance Technician. Dennis passed away on October 24, 2013. Dennis was greatly respected for his work at NGTC and for the years he committed to the Boys Scouts of America. He will be missed by all that knew him. Styles Bacon recently resigned to pursue his own business.
- Drywall will be added to the Clegg lobby, this is another step in the upgrade of the building.
- The Parker Nellis project is scheduled for a March 2014 completion.

*A motion to accept the financial report as presented was made by Martha Reabold, seconded by Dr. Jim Wade, and approved by all.*

#### **Academic Affairs Report: Kathie Ivester**

- Eight engineering students visited Southern Polytechnic State University for a transition meeting on October 11.
- Recent hiring include Judy Carter, Derrick Hogan, and Lydia Wilkinson. Carter is the new Early Childhood Care and Education Program Director and has thirty years' experience in the K-12 arena. The ECCE program will begin in the spring. Derrick has eight years of in-field experience as a machinist and is currently a NGTC part time instructor; he will join us full time starting January 1, 2014. Lydia is the Laboratory Technology Instructor and has over thirty-two years of in-field experience.

#### **Action Items:**

Faculty feedback prompted the following program recommendations to be approved or terminated. The Hair Design Diploma and the Baking and Pastry Specialist are of no additional cost. Local Union 155 expressed the gap in students trained in Industrial Pipefitting and the need for the skillset in nuclear power plants. The college will need to hire a part time instructor for this program. We are terminating the Commercial Truck Driving credit program, however, it will remain in continuing education.

- Motion to approve **Hair Designer Diploma** on the Clarkesville and Blairsville campuses effective Summer 2014 (201416)
- Motion to approve **Industrial Pipefitting TCC** on the Clarkesville campus effective Summer 2014 (201416)
- Motion to approve **Baking and Pastry Specialist TCC** on the Currahee and Blairsville campuses effective Summer 2014 (201416)
- Motion to terminate **Internet Specialist-Web Site Design Degree** on the Clarkesville Campus, effective Spring 2015 (201514)
- Motion to terminate **Internet Specialist-Web Site Design Diploma** on the Clarkesville Campus, effective Spring 2015 (201514)
- Motion to terminate **Firefighter I TCC** from Clarkesville Campus effective Spring Semester 2014 (201414)
- Motion to terminate **Commercial Truck Driving** on the Clarkesville and Currahee campuses effective Spring Semester 2014 (201414)

*A motion to approve the above action items was made by Dr. Jim Wade, seconded by Mark Rasmussen, and approved by all.*

**Economic Development Report:** Dr. Mark Ivester

- Utility companies are hiring graduates again. The Electrical Lineworker program graduated another class and graduates participated in the Lineworker Job Fair.
- Gabrielle Kitchens is the NGTC 2013 EAGLE winner! Gabrielle will compete in the regional competition in November and will attend the EAGLE conference on March 25 – 27, 2014. Gabrielle is a student at the Rabun County Adult Education Center and her instructor is Judy Hall. Yosana Lopez from Franklin County was the runner up. Her instructor is Jackie Reeder.
- Dr. Ivester attended the Cleveland Tool and Design open house. Jeff Gooch and partners have a very successful operation that expanded into a new facility and hires many of our CNC graduates.
- The Industrial Summit on October 29 was a success. Due to the event a \$22,000 training contract was signed with Ethicon.

**Student Affairs Report:** Dr. Fran Chastain

- Kallan Williams did a great job at organizing the October 29 CTAE Director and Counselor Day for our service areas. It was well attended and Commissioner Ron Jackson was the guest speaker.
- We had two teams of students compete in the State Flag Football tournament in Athens, Georgia.
- Cross Country regional winner Cale Pirtle went to the Nationals in Fort Dodge Iowa.
- To date 130 students have enrolled in the Dual Enrollment program.
- Chan Caudell expressed appreciation for Michele Shirley's volunteerism with the Habersham Chamber of Commerce 2014 *Hills of Habersham* Bike Ride.

**President's Report:** Dr. Gail Thaxton

- Dr. Thaxton thanked the board for attending the TCDA Leadership Conference and maintaining its 100% board certification.
- Congratulations to Chan Caudell on his new role as a Member At Large for the TCDA Executive Committee for 2014.
- The Commissioner Ron Jackson two day visit was a great success. We took advantage of his visit with a full agenda that included a "Chamber Chat" with Habersham Chamber of Commerce President Judy Taylor, conversations with superintendents, WCHM/WJUL radio interview, Union County Rotary meeting, key note speaker at the CTAE and Counselor Day, and the Industrial Summit.
- Dr. Thaxton was invited to lunch by a Tallulah Falls School student and was very impressed with the maturity of the students she met. Mark Rasmussen Vice President of the school thanked Dr. Thaxton for taking the time to meet with the student. Mark explained that the program has been successful and is pleased at how many of the invitations have been accepted by leaders.
- Along with generations of former students, NGTC President Jim Marlow was present at the Alumni Awards function on October 19. Looking through photography books from past years we have a gap on information about the campus buildings between 1950-1960. Dr. Thaxton would like to know of anyone that may have known the college during that time to help close the gap.
- A meeting is scheduled to discuss Dual Enrollment with the White County Superintendent on November 21. The superintendent meetings in our service areas have been going well, and we still need to get on the Towns county superintendent calendar.

**Chair Chan Caudell** closed the meeting with a reminder that the next meeting is December 18, 2013, on the Clarkesville Campus. A motion to adjourn was requested.

*A motion to adjourn was made at 4:15 p.m. by Martha Reabold, seconded by Dr. Jim Wade, and approved by all.*

Minutes submitted by:

Approved by:

---

President  
North Georgia Technical College

---

Chairman of the Board of Directors  
North Georgia Technical College