

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

April 16, 2014

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: Dr. Jeremy Williams offered the invocation

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

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

Members Absent: Chan Caudell and Rebecca King

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

Approval of Minutes: *A motion to approve the January and March minutes was made by Mark Rasmussen, seconded by Dr. Jeremy Williams, and approved by all.*

Vice Chair's Report: Martha Reabold

- In each board member's notebook is a copy of the Technical College System of Georgia (TCSG) 2014 college directory and easy access to information. The directory includes state board and administration member's names and contacts.
- Marketing Specialist Colby Moore presented a video of 2014 GOAL winner Ashley Jordan. The two minute video is the first in a series of interviewing NGTC students. The videos will be used as a marketing tool in various ways, for example: Posted on the NGTC website, facebook, and YouTube. As a recruiting tool it was suggested by Dr. Jim Wade to video a Math 90 class and present the video to high school students. Colby explained how much time is involved to produce a video and how the result will benefit the image of the college.
- The March edition of the Georgia Mountain Laurel magazine was passed around. Photography student Ken Inslee was highlighted in the magazine with his story of why he decided to enroll in the photography program. Mr. Inslee's story is an example of a non-traditional student.
- Former photography graduate Randy Gray's photographs are published in the Union County Community Guide, and displays forty-one of his photographs throughout the guide.
- Board members are invited to the Photography Portfolio Show on April 22. The show is from 5:00 – 7:00 pm in the Visual Tech Building and will include fifteen student portfolios.

Financial and Administrative Services Report: Carol Carson

- Carol Carson explained that the March financial report does not reflect summer tuition fees and we have some bond money to use by the close of FY14.
- Dr. Thaxton commented on the financially stable position that the college is in. At this time the reserve has not been touched.
- The punchlist for the Parker Nellis building completion is on course and we are scheduled to serve students for the summer semester. Michael Boyd is working on the plans for the landscaping around the area of the building with the first phase of the Habersham Archway design recommendation.
- The college is developing a Business Continuity Plan for each area. This is a plan designed to go into effect 0-48 hours after a disaster, such as a tornado or an earthquake.

- Kathie Ivester, Marcia Peyton, and Carol Carson are participating in weekly teleconference Affordable Care Act meetings to work out how to manage the federal requirements and keep the college in compliance.

Approval of Financial Report: *A motion to approve the January, February, and March financial reports was made by Jane Brackett, seconded by Rebecca Stovall, and approved by all.*

Academic Affairs Report: Kathie Ivester

- Academic Affairs has two action items for approval. TCSG wrote the curriculum for the Welding Technology Diploma program and the college has already adopted the curriculum which exceeds state level requirements. The requirements are from the National Center for Construction Education and Research (NCCER) program.
- For the Pharmacy program, it was decided to include an application testing fee because a Pharmacist is not certified when they are hired and it is a requirement that they obtain the National Pharmacy Certification to remain employed.
- The Risk-Based PAR visitors are currently on-site and will complete their evaluations and the exit interview by close of Thursday.
- The 2012-2013 QEP Annual Report was handed to all members and a summary of the report presented by Quality Enhancement Plan Coordinator Leslie McFarlin. The Math 90 is offered at all three campuses with a 12-1 student/instructor ratio. The question was asked if learning from home was offered to the students. Materials are available but contact support has proven to be much more effective. The program does offer flexibility in the times a student may use the lab. It was explained that not all the students are non-traditional; many are directly from high school. Dr. Thaxton said that the data is encouraging, but the challenge is monitoring of the program.

Approval of Programs: *A motion to approve the Welding Technology Diploma on the Clarkesville campus effective Spring 2015 (201514) was made by Dr. Jim Wade, seconded by Rebecca Stovall, and approved by all.*

A motion to approve Pharmacy Tech Program Testing Fee was made by Rebecca Stovall, seconded by Jane Brackett, and approved by all.

Economic Development Report: Dr. Mark Ivester

- Mark Ivester passed around copies of the Nuts, Bolts, and Thingamajigs summer camp program. For this summer, the program will include a field trip to visit three manufacturing companies.
- The Manufacturer Award Luncheon is Thursday, April 17. Cleveland Tool & Design, LLC, Meadowbrook Machine & Tool, Inc, and Trachte Southeast, LLC are nominated for an award. 2014 GOAL winner Ashley Jordan will also attend the event.
- Adult Education hosted their Annual Volunteer Recognition Luncheon and Jackie Reeder who is retiring was recognized for her dedicated service.
- “Dream it Do it” is a national initiative and the recent Economic Development Council meeting was well attended. Guest speaker Nicholas D’Antonio is the National Association of Manufacturers program manager and is responsible for directing the Institute’s manufacturing career awareness and recruitment program.

Student Affairs Report: Dr. Mike King

- Forty students competed in the National SkillsUSA competition. The students won 26 medals, five students were first place winners and will go forward to compete in Kansas City in June.

President’s Report: Dr. Gail Thaxton

- We did not receive the funds requested for 2015 building plans and we will continue in the fall to pursue the legislators with the issue of our old buildings. Board members will be asked for their involvement in our pursuit for funding.
- June 3rd is the Parker Nellis Ribbon Cutting and 70th Birthday Celebration. An advertisement was placed in the Northeast Georgian Newspaper to ask if anyone had stories to share on the history of the college or memorabilia to donate. We have received several responses so far.
- Three student town hall meetings were recently conducted on each campus. The request to conduct these meetings was initially a request from students. Attendance was low at each meeting but we did receive good suggestions, one

example was to improve upon communications around campus by implementing monitors in the dining hall and dormitory area.

- TCSG is looking at a grant scholarship that will offer students a 1% interest rate effective in the fall.

Vice Chair Martha Reabold closed the meeting with a reminder that the next meeting is May 21, 2014 on the Clarkesville Campus.

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

Minutes submitted by:

Approved by:

President
North Georgia Technical College

Chairman of the Board of Directors
North Georgia Technical College