

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

June 25, 2014

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: Martha Reabold offered the invocation

Members Present: Martha Reabold, Jane Brackett, Mark Rasmussen, Dr. Jim Wade, Rebecca Stovall, and Rebecca King

Staff Present: Dr. Gail Thaxton, Carol Carson, Dr. Mark Ivester, Kathie Ivester, Dr. Fran Chastain, and Lorna Chapman

Members Absent: Jeff Gooch, Dr. Jeremy Williams, and Dr. Mike King

Approval of Agenda: *A motion to approve the agenda was made by Martha Reabold, seconded by Rebecca King, and approved by all.*

Approval of Minutes: *A motion to approve the May minutes was made by Rebecca King, seconded by Dr. Jim Wade, and approved by all.*

Chair Report: Chan Caudell

- Chan remarked that the June 3rd Parker Nellis Ribbon Cutting and 70th Birthday Celebration was a first class event. There was a great turn out of staff, students, retirees, and community leaders.
- A sub-committee was formed to recommend a new chair and vice chair. Dr. Jim Wade and Jeff Gooch made the recommendation for Martha Reabold to assume the position of Chair and Rebecca King to assume the position of Vice Chair.

Approval of a new Board of Directors Chair and Vice Chair: *A motion to approve the new Board of Directors Chair and Vice Chair was made by Mark Rasmussen, seconded by Jane Brackett, and approved by all.*

Financial and Administrative Services Report: Carol Carson

- Closeout for June will not be completed until the middle of July.
- It was noted that the budget for adjunct instructors came in under plan. The savings were due to Academic Affairs not using as many adjuncts as projected, instead, full-time instructors cover the areas where needed.
- Dr. Thaxton said that the close of the FY2014 budget finished on a positive note with a good reserve.
- Through careful planning and realistic revenue projections the budget has a total of \$700,000 in reserves for FY 2015.
- Carol provided an overview of the FY2015 budget. It was explained that registration fees and tuition will increase. Registration will increase \$6.00 to \$45.00 and tuition will increase \$4.00 per credit hour to \$89.00. This is a total increase of \$250,000.
- The MRR funds have been cut by \$256,338.
- The TAACCCT grant ends September 30, 2014 for the ASN program, personnel, and equipment. This means that we will need to fund ASN personnel and Learning Lab salary and tutoring services for 9 months of the year.
- Phase 1 of the quad area renovation is in progress. The steps are being poured to build the bleachers.
- Students are expected to take classes in the new health wing of the Currahee campus in August.
- TCSG allocated \$80,000 to NGTC for employee pay adjustments. This is the first pay increase since 2008. It was decided that effective July 1, 2014, full time employees will receive \$750.00 across the board added to their base salary. Dr. Thaxton explained that the Vice Presidents wanted very much to have a plan that would give extra benefit to our lower-paid employees. The set amount means that our lower-paid employees will receive an adjustment of 2-3%, mid-range employees 1-2%, and higher-paid employees less than 1%. A total of

\$103,000 was used to supplement the state funds. Martha Reabold credited the faculty and staff for their continued hard work during a length of time without pay increases.

Approval of Pay Adjustments: *A motion to approve the pay adjustments was made by Dr. Jim Wade, seconded by Rebecca Stovall, and approved by all.*

Approval of Financial Report: *A motion to approve the May financial reports was made by Dr. Jim Wade, seconded by Martha Reabold, and approved by all.*

Approval of FY2015 Budget Report: *A motion to approve the FY2015 budget report was made by Rebecca Stovall, seconded by Mark Rasmussen, and approved by all.*

President's Report: Dr. Gail Thaxton

- Dr. Thaxton shared the summer semester 2014 enrollment report. All but one technical college reported a drop in enrollment. NGTC reported a 20% decrease. Results from a student survey indicate various factors:
 - PELL and the disbursement of funds only twice a year caused problems with students not affording to enroll for summer term
 - The length of the summer semester (8 weeks): feedback was long days and balancing family care. We may need to revert back to a 9 week semester when we had better results with the additional week
 - Affordable Care Act played a factor. It placed limits on adjunct faculty hours and impacted the number of courses offered.
- Fall and Spring semester fared better enrollment results and balanced out the low summer semester enrollment.
- The Achieving the Dream (ATD) is a non-governmental reform movement for student success in higher education through a culture of data driven decisions. The program has a network of over 200 institutions of higher education, 100 coaches, and advisors. We are excited with the information we took away from the ATD kick-off conference and the resources to utilize student data, produce more graduates and analyze the missing gaps.
- TCSG colleges have one governing board: the state board. Current policy delegates local boards with governing authority. After a review of several colleges, SACS/COC questioned the policy, and this means we will need to make changes to the language used at board meetings and reported in the minutes, such as minimizing the use of "approved" and instead to use "concur", "review" and "affirm". We will look at the language for the agenda and minutes and make those changes effective as of July 1, 2014. Technical College Director Association Executive Director Adie Shimandle has initiated a review of local board bylaws in order to comply with SACS/COC. Local boards will continue to advise, advocate, and provide external and community perspective. Three presidents including Dr. Thaxton have been asked to review an early draft of the changes.

Academic Affairs Report: Kathie Ivester

- Kathie Ivester announced the retirement of Currahee campus Librarian Dawn Adams. Melissa Hozey is hired as the new librarian for the campus.
- Starfish was launched and training was presented to all faculty by Nicole Pearce and Renee Deibert.
- Leslie McFarlin is making adjustments to the QEP program as needed, and we are very pleased with the statistics so far:
 - 75% of our Math Learning Support Students successfully completed a benchmark which is an **increase of 19%** over the baseline data.

- 76% of our English Learning Support Students successfully completed a benchmark which is an **increase of 12%** over the baseline data.
- 89% of our Reading Learning Support Students successfully completed a benchmark which is an **increase of 2%** over the baseline data.
- Culinary Arts student Aca Lacono and Chef Danielle Vaughn did very well with preparing a luncheon for an American Culinary Federation meeting in Bowersville, GA.
- Installation of wireless access points is close to completion. This is good news especially for the dormitory. Obsolete equipment budget is being used to fund this project.
- Motion to approve Gas Metal Arc Welding TCC on the Clarkesville Campus effective Fall semester 201512.
- Motion to approve Gas Tungsten Metal Arc Welding TCC on the Clarkesville Campus effective Fall semester 201512.
- Motion to approve Shielded Metal Arc Welding TCC on the Clarkesville Campus effective Fall semester 201512.
- Motion to approve Marine Engine Technology Technical Certificate on the Clarkesville Campus effective Fall semester 201512.

Approval of Programs: *A motion to approve four programs was made by Mark Rasmussen, seconded by Rebecca Stovall, and approved by all.*

Student Affairs Report: Dr. Fran Chastain

- Dr. Mike King is in Kansas City this week with the SkillsUSA students.
- Kallan Williams assumes his new position July 1st as the Director of Retention and Student Navigation Services. Kallan has done very well with Dual Enrollment and we are excited for him in his new role.
- We are currently in the interview process for a new position, Student Affairs Specialist.
- Commencements went well. We tried a new location for the Blairsville campus graduates, however, it is hoped that we can book our regular venue in Blairsville for the 2015 commencements.

Economic Development Report: Dr. Mark Ivester

- Save the date for October 22nd. We are making plans to host the second Economic Development Summit.
- Brad Cagle and Tim Bennett graduate July 11th as certified Production Technology Instructors.
- Brad Cagle is to be commended for his dedication to his work. He has enrolled 1,390 students in classes, and conducted 37 courses.
- Mark Ivester thanks Dr. Gail Thaxton and Martha Reabold for their facilitation of two of the classes for the Nuts, Bolts, and Thingamajigs Camp.

Chair Chan Caudell closed the meeting with a reminder that the next meeting is August 20, 2014 on the Currahee Campus.

A motion to adjourn the meeting was made by Dr. Jim Wade, 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