

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

May 20, 2015

**Call to Order:** Rebecca King called the meeting to order at 3:00 pm. The meeting was held on the Clarkesville Campus of North Georgia Technical College.

**Members Present:** Dr. Jim Wade, Jeff Gooch, Jane Brackett, Mark Rasmussen, and Ron Barden

**Staff Present:** Dr. Gail Thaxton, Shelby Ward, Kathie Ivester, Michael Boyd, Dr. Mike King, Carol Carson, and Lorna Chapman

**Members Absent:** Jeremy Williams, Chan Caudell, Rebecca Stovall, and Dr. Mark Ivester

**Guests:** Morris Harrison, Dewey Allen Mull, and Mrs. Mull

**Invocation:** Jeff Gooch offered the invocation.

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

**Approval of Minutes:** *A motion to approve the April minutes was made by Jeff Gooch, seconded by Dr. Jim Wade, and approved by all.*

**Chair Report:** Rebecca King

- Instructor Morris Harrison gave a presentation on the history of SkillsUSA and his involvement over the past few years with preparing the students to compete. Gold winner student Dewey Allen Mull shared his experience with SkillsUSA and the positive impact the competition has had on his life. Nine NGTC students will be competing in June in Kentucky.

**Financial and Administrative Services Report:** Carol Carson

- The renovation expenses for the Bryant Hall dormitory are not reflected in this last month's financial report.
- The FY 2016 Allocations Technical College State Funds report was distributed with an explanation on some of the columns (refer to the handout)
  - Base funding – 2.2M per college
  - Dual Enrollment - 179 unduplicated HS enrollment @ \$500 each
  - Performance Funding Awards - 624 graduates. Total \$20M across the colleges, NGTC received 2.2%
- The focus at the June board meeting will be the FY 2016 annual budget report.
- Facilities Director Michael Boyd presented a summary of major projects:
  - The Blairsville expansion is going well with a completion of the building expected towards the end of October.
  - The Clarkesville dormitory installation of new air/heat conditioners is scheduled to be finished in six weeks. The state has implemented a new software program, E-builder. The new program implementation caused some delays.
  - The Parker Nellis building has been having ongoing issues with the control of heat and A/C; the warranty expired two months ago. Michael is in the process of hiring a new contractor who comes with good credentials and is dependable.

**Approval of Financial Report:** *A motion to approve the April Financial Report was made by Dr. Jim Wade, seconded by Jane Brackett, and approved by all.*

**Academic Affairs Report:** Kathie Ivester

- We received a good response to the completion of the Achieving the Dream Principles of Assessment Survey; five board members participated in the survey.
- The IT Department is piloting a new ticketing system that will provide more effective tracking of issues and projects, and with aid in efficient planning and technology management. Kathie Ivester has been part of the set-up of the project by experiencing the process by submitting a work order.
- The IT Department is collaborating with TCSG and the business office personnel to tighten Banner security in compliance with new TCSG security standards.
- In April faculty meetings were conducted face to face at all three campuses; normally the meetings are via DLC from the Clarkesville campus. Due to the positive feedback, Academic Affairs will conduct two of their regular faculty meetings face to face at each campus each year.
- All part time and full time faculty are required to attend Blackboard training. Blackboard is the replacement for Angel and it is a tool that allows faculty to add resources for students to access learning resources for online classes. The tool also works well to track attendance and early alerts.
- Notification of termination of Practical Nursing Diploma on Blairsville Campus, effective Fall 201612
- Notification of termination of Microsoft Office Application Professional TCC on Clarkesville Campus effective Fall 201612
- Notification of termination of Linux/UNIX System Administrator TCC on Clarkesville Campus effective Fall 201612
- Notification of termination of Gas Metal Arc Welder TCC from Clarkesville Campus effective Fall 201612
- Notification of termination of Gas Tungsten Arc Welder TCC from Clarkesville Campus effective Fall 201612
- Notification of termination of Basic Shielded Metal Arc Welder TCC from Clarkesville Campus effective Fall 201612
- Notification of termination of Advance Shielded Metal Arc Welder TCC from Clarkesville Campus effective Fall 201612

**Notification of Items:** *Acceptance of the seven notifications was made by Dr. Jim Wade, seconded by Jane Brackett, and approved by all.*

**Student Affairs Report:** Dr. Mike King

- TCSG's spring term report showed good results. In FY 2014 we had 2,402 students enrolled. FY 2015 is a 4.7% increase (2,515 students enrolled). NGTC is one of five colleges showing an increase.
- Student Affairs welcomed two new employees, Kay Morgan, Special Populations and Retention Coordinator, and Eric Miller, High School Coordinator.
- On April 2<sup>nd</sup> 153 Students registered for Summer Semester and 190 Students registered for Fall Semester on Registration/Advisement Day.

**Economic Development Report:** Shelby Ward

- Shelby Ward explained that Adult Education is funded by federal, state funds and grants on a calendar year schedule. The adult education program has a Transition Specialist that works to prepare and transition GED graduates into college programs.

Adult Education has an advisory board and Jane Brackett represents Fannin county on the board.

○ Enrollment	2014 Goal – 1,100	YTD Actual – 852
○ GED Graduates	2014 Goal – 300	YTD Actual – 43
○ Transition	2014 Goal – 25%	YTD Actual – 22.5%

- Nuts, Bolts & Thingamajigs summer manufacturing camp and the Lego camp are being offered on all three campuses and flyers will be available soon.

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

- The 2014 and 2015 Performance Goals and Benchmark results were handed out. The report shows that we have exceeded our goals for retention, graduation rate, FTE, and high school enrollment.
- The third visit from the ATD coaches John Cooper and Joe Forester was a successful two day meeting. The first day was spent on the Clarkesville campus and the second day the meeting was held on the Currahee campus and included a tour of the facility.
- Senator Carol Jackson will be on campus May 28<sup>th</sup> to meet with Dr. Mark Ivester and Dr. Gail Thaxton.

**Approval to adjourn.** *A motion to adjourn the meeting was made by Jeff Gooch, seconded by Jane Brackett, and approved by all.*

Minutes submitted by:

Approved by:

\_\_\_\_\_  
President  
North Georgia Technical College

\_\_\_\_\_  
Chairman of the Board of Directors  
North Georgia Technical College