

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

December 16, 2015

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

Invocation: Jeremy Williams offered the invocation

Members Present: Chair Rebecca King, Vice Chair Jeremy Williams, Chan Caudell, Dr. Jim Wade, Jane Brackett, Rebecca Stovall, and Ron Barden

Staff Present: Dr. Mark Ivester, Carol Carson, Dr. Mike King, Shelby Ward, Janet Henderson, Carol Jackson, Amy Hulse, Trudi Schubring and Lorna Chapman

Guests: Cynthia Brown, Director of Institutional Advancement

Members Absent: Jeff Gooch

Approval of Agenda: *A motion to approve the December agenda was made by Ron Barden, seconded by Jeremy Williams, and approved by all.*

Approval of Minutes: *A correction will be made to the October minutes, under the Economic Development Report, changing Carol Carson's name to Carol Jackson. A motion to approve the October minutes, with the above noted correction, was made by Jeremy Williams, seconded by Rebecca Stovall and approved by all.*

Chair's Report:

- Rebecca King introduced and welcomed Trudi Schubring, Executive Assistant to the President, who joined NGTC on December 1st. Trudi replaces Lorna Chapman, who has transitioned into the HR Coordinator, which will be vacated by the upcoming retirement of Marcia Peyton.
- Foundation Update: Cynthia Brown, Director of Institutional Advancement, provided an update on the NGTC Foundation 2015-16 Annual Campaign. The NGTC Foundation is funded by donations from businesses, alumni, clubs, organizations, churches and other supporters of NGTC. Support also comes from 100% of the Board of Trustees, Board of Directors and an increasing number of staff and faculty members. Of every \$100 donated to the Foundation, \$98.57 goes directly to students.
- Ms. Brown reviewed the 2016 Campaign Goals, noting the Foundation has met or exceeded almost all goals. The internal campaign is almost complete with a 61.1% increase from the previous year. 100% of all employee contributions goes toward student scholarships. A total of 393 students have been served since January 1, 2015, with a total of \$98,768 awarded in scholarships and books. Ms. Brown described the process by which students are served through the Foundation.

Ms. Brown announced that plans are underway for a recognition donor event in March 2016 at the Currahee Campus. Details will be forthcoming as plans are finalized.

- Public Relations Update: Amy Hulse, Public Relations and Information Director, presented news releases for October, November, and December. She noted an excerpt from the November 2015 edition of *Georgia Trend*, which highlighted discussions between NGTC and the White County School System to potentially house a satellite campus in their new Ninth Grade Academy. Chair Rebecca King requested that the board be included on the email distribution list of news releases to the media. If any board members prefers not to be included, they can simply email Amy to be removed from the distribution list.
- The proposed 2016 Board Schedule was presented for approval. Meetings will be held on the third Wednesday of each month, with the exception of February and March dates which have been changed due to conflicts. It was also noted that January's meeting may be conducted via videoconference from the Clarkesville, Blairsville and Currahee campuses. This will allow a scheduled "test run" in the event inclement weather or other unforeseen circumstances require the need to conduct a board meeting via video or teleconference in the future. Details will be communicated via email in advance.
- **Approval of the 2016 Board Meeting Schedule:** A motion to approve the 2016 board meeting dates was made by Rebecca Stovall, seconded by Jeremy Williams and approved by all.

Financial and Administrative Services Report: Carol Carson

- No major expenses to report on the financials.
- A recent USDA grant was received, which was used for the purchase of an ambulance for the EMS program.
- One project is underway at Currahee for an Industrial System Technology Lab (IST).
- The Blairsville construction project for the new health wing is on track for completion in January, 2016.
- The Department of Audits is expected to complete their 2015 audit with an exit interview scheduled on December 17, 2015.
- The efforts of Vickie Brown, Dining Hall Manager, were recognized for catering multiple community events during the holiday season. Positive feedback has been received from community leaders.

A motion to accept the November 2015 financial report as submitted was made by Jane Brackett, seconded by Rebecca Stovall, and was approved by all.

Academic Affairs Report: Janet Henderson (on behalf of Kathie Ivester)

- Multiple new hires were on-boarded in November and December.
- The Mission Statement for 2016 was presented to the Board for approval.

A motion to approve the continuation of NGTC's Mission Statement was made by Dr. Jim Wade, seconded by Janet Brackett, and approved by all.

Student Affairs Report: Dr. Mike King

- 216 Graduation Applications for Fall Semester 2015 have been submitted and will be awarded pending successful final grades from Fall Semester
- Spring Term begins on January 7, 2016
- Commencement is scheduled for January 21, 2016 at The Torch

Economic Development and Adult Education Report: Carol Carson and Shelby Ward

- GED's have been increased 10% from the previous year, with 51 receiving their GED in November
- Work is underway with the Goodwill Career Center to offer afternoon GED classes up to four days per week
- Collaborations are underway with NGTC and ASI in Toccoa, with a \$100 grant received to allow residents of Franklin or Stephens County to gain employment through ASI without a GED. The stipulation is that the

\$100K

employee must attend the GED cohort in the evenings. The grant will also allow NGTC to provide CPT certification to those attending the cohort. GED classes are provided at no cost to the student.

- There may be a new location for GED classes in White County, however no plans have been finalized.
- A recent survey has indicated a high level of interest in Graphic Design. This is a class that is being considered for offering after the first of the year.
- Continued positive feedback has been received on the recent Industrial Summit.
- Driver Education continues to be successful with all classes filled to capacity. NGTC has received notice that it will not be required to stop training at 280 students, and thus has been notified to continue enrolling students. The program has enrolled the 280 students and has begun moving into the proposed budget/grant increase for FY16. Of note is that Lanier Technical College has requested information on how NGTC conducts its Driver's Education class.

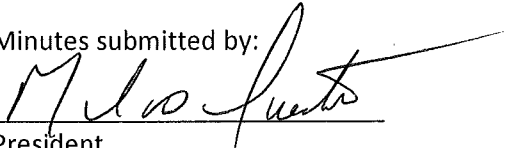
President's Report: Dr. Mark Ivester (Acting President)

- Dr. Ivester shared the NGTC Strategic Plan for 2016-2020 and explained the process for development of the plan. A cross-functional Strategic Planning Committee was formed to look at external needs assessments, advisory committee meetings, agency requirements, data collected, and accrediting requirements. The plan is reviewed annually and is closely aligned with TCSG goals. The purpose of the strategic plan is to provide direction for the college as it supports its mission over five years and acts as a guide in operational planning. Dr. Ivester noted that as each department completes an annual plan, those plans are tied to the Strategic Plan and the annual budget.
 - Goal 1: Advance student success in areas of retention and graduation rates, job placement, enrollment, and degree production. (Tied to TCSG Goal #1)
 - Goal 2: Facilitate educational and training programs that ensure graduates have the knowledge and skills to succeed in a competitive environment (Tied to TCSG Goals #1 and #2)
 - Goal 3: Provide customized and contract training programs that align with workforce needs of business and industry and impact economic development. (Tied to TCSG Goal #4)
 - Goal 4: Improve and maintain facilities and infrastructure to provide excellence in instruction and student support. (Tied to TCSG Goals #2 and #3)
 - Goal 5: Create a culture in support of teaching and learning and promote greater transparency, efficiency, and accountability in college processes and systems. (TCSG Goals #1, #2, and #3).
- Appreciation was extended to the Board for their attendance at October's Leadership Conference in Atlanta.
- The Georgia State Patrol conducted an Active Shooter Drill at the Currahee campus on October 8, 2015. Staff and faculty at all campuses have been requested to incorporate Active Shooter Drills into monthly staff development in an effort to be better prepared.
- Dr. Ivester recently met with local legislators, Senator John Wilkerson, Representative Terry Rogers, and TCSG Assistant Commissioner Travis Johnson as they toured NGTC and discussed Capital Outlay Projects. Dr. Ivester reported positive feedback from the visit. He noted that Senator Wilkerson expects funding to come through.
- An Enrollment Committee has been implemented in an effort to work towards increased enrollment.
- NGTC received a \$100,000 federal grant from the USDA Rural Business Development to help with the education of emergency medical responders throughout the region. The funds were utilized to purchase an ambulance to teach students how to operate emergency vehicles in a safe and controlled environment.
- Two retirements were announced - Grants Coordinator Grace Duvall, and HR Coordinator Marcia Peyton are retiring at the end of the month.
- Run4GA – With the combined efforts and strong support of the PR Department along with faculty and staff, NGTC won third place in the recent State of Georgia's Charitable Contributions Program.

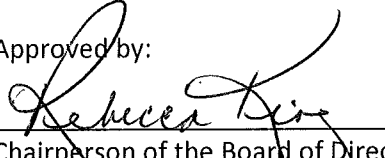
A motion to approve the 2016-2020 NGTC Strategic Plan was made by Jeremy Williams, seconded by Dr. Jim Wade, and was approved by all.

Chair Rebecca King adjourned the meeting at 4:10 pm with a reminder that the next meeting is scheduled for January 20. Details for the videoconferencing of the January Board meeting will be communicated via email.

Approval to Adjourn: A motion to adjourn the meeting was made by Jeremy Williams, seconded by Chan Caudell, and approved by all.

Minutes submitted by:


President
North Georgia Technical College

Approved by:


Chairperson of the Board of Directors
North Georgia Technical College