

**NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS**

**Meeting Minutes**

**June 15, 2016**

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

**Invocation:** Chan Caudell offered the invocation.

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

**Members Absent:** Rebecca King

**Staff Present:** Dr. Gail Thaxton, President; Dr. Mark Ivester, Vice President Economic Development; Carol Carson, Vice President Administrative Services; Kathie Ivester, Vice President Academic Affairs; Dr. Mike King, Vice President Student Affairs; Colby Moore, Marketing Specialist; and Trudi Schubring, Executive Assistant to the President.

**Guests:** Mitchel Barrett, Rick Story, Christine Ta, Hamilton Scott.

**Approval of Agenda:** *There was a motion by Dr. Jim Wade, a second by Ron Barden, and the agenda was unanimously approved.*

**Approval of Minutes:** *With a correction noted to the list of attendees, there was a motion by Chan Caudell, a second by Rebecca Stovall and the minutes from the April 27, 2016 meeting were approved as submitted.*

**Chair's Report:**

- Vice Chair Williams commented on the commencement ceremonies held the previous week, with good board representation at both events. He commended Brad Cagle on the commencement address at the Blairsville graduation.
- The Annual Alumni Awards Luncheon was conducted on June 11, 2016. Awards presented included the below:
  - Young Alumni – John Mather
  - Career Achievement – Hilda Burke, Ed Cleveland, Stoney Farmer
  - Hall of Fame – George Milner, Beatrice York
  - Bridge Builder – Bob Evans
- Vice Chair Williams and the board congratulated Dr. Mark Ivester, who was appointed as President of NGTC at the TCSG State Board meeting on June 2, 2016.

**Introduction of Special Guests:**

- Dr. Mark Ivester introduced Rick Story, who has been hired as the Vice President of Economic Development, effective July 18, 2016. Mr. Story was previously employed at Habersham Archway, where he had responsibility for leading the community and Habersham municipalities through a series of projects with a common theme of economic development.
- Carol Carson introduced Christine Ta, Grants Coordinator, who began work at NGTC in April, 2016. Christine was previously the grants writer at Habitat for Humanity.

**Student Affairs Report:** Dr. Mike King, Vice President of Student Affairs, provided an enrollment update, sharing the results of the TCSG *Report on Total Credit Enrollment, Credit Hours, and FTE* for the Summer Semester.

- NGTC is one of eight schools in the System with increased enrollment for the Summer Semester. The positive growth in enrollment marks the sixth consecutive term of growth for NGTC. The Move on When Ready (MOWR) enrollment has positively impacted our summer numbers.
- Additionally, NGTC is one of three schools with a positive increase in credit hours. Although students historically take fewer credit hours this time of year, faculty has worked diligently to encourage students to stay on track for graduation by taking a certain number of hours.
- Dr. Thaxton added to Dr. King's report, commenting that the combination of NGTC's scheduling, advisements, strong faculty and support for students as they go through the process is a testament to the increased numbers. Credit hours and FTEs are what drive the majority of funding received. She commented on the good work that Cynthia Brown and the Foundation does in filling the gaps when a student's financial aid runs out.

**Economic Development and Adult Education Report:** Dr. Mark Ivester, Vice President of Economic Development; and Shelby Ward, Dean for Adult Education provided updates on their areas as follows:

- Adult education enrollment has increased. The year will end with 1,020 students, which is an improvement over last year.
- The Adult Education Department has received a grant from the Georgia Mountains Regional Commission and the Workforce Investment Opportunity Act (WIOA) to provide services to youth between the ages of 16-24 in Franklin, Rabun, Stephens, Towns, Union and White Counties. The grant allows a student to either dual enroll if they do not have a GED or to enroll in a credit program if they already have a high school diploma. Additionally, the grant allows for assistance in childcare and transportation as well as a two-week paid internship at the end of their credit courses. NGTC will collaborate with businesses and agencies to provide internships for these students.
- NGTC was recently awarded with *Partner Agency of the Year* for the work done at Caldwell Probation Center.
- NGTC has closed on the purchase of the building located across the road from the college at a purchase price of \$32,000. The NGTC Foundation was the vehicle for the purchase, and the college will repay the loan over a period of twelve months. The building will be cleaned up and utilized for storage during the construction of the new building.

**Financial and Administrative Services Report:** Carol Carson, Vice President of Administrative Services provided an overview of the 2017 budget (Exhibit #1). Highlights included the below:

- The State allocation for NGTC is \$9.3M, which is an increase from last year's allocation of \$8.96.
- Additional funding has been provided for a 3% salary increase, which will be given to full time staff who meet or exceed performance expectations and were hired prior to January 1, 2016. Ms. Carson explained the additional funding only covers approximately 60% of the salary increase. The other 40% will be covered with local revenue from the college.
- Expected carryover will remain close to the current year's amount of \$2.3M. There are several pending projects that will not be entered into the system by June 30, but will be funded with carryover (reserve) funds. These projects include large digital campus signage replacement on all three campuses, an additional sign for Currahee on the new road side, and a 6,000 sq. ft. industrial lab at the ~~Blairstown~~ *Blairsville* campus.

*Blairsville*

A motion to affirm the 2017 Budget was made by Jane Brackett, seconded by Dr. Jim Wade, and unanimously approved.

- Ms. Carson provided a brief update on the May financial report (Exhibit #2).
- New Building Update – Smith Dalia has been chosen as the architect, and Reeves Young Construction as the construction manager for the new building which will house AC, CNC, and Economic Development. Due to the impending construction, the Shipping & Receiving Department and the fleet cars will be relocated to other areas. The Air Conditioning Program will be relocated to a 6,000 sq. ft. building similar to the Welding Building. This will allow both the residential and commercial programs to function during the construction process. Once the project is complete, the building will be repurposed for truck driving classroom and storage space.
- Colby Moore, Marketing Specialist, provided photography shots of the areas on campus where the new building will be constructed and the above programs will be relocated. The photography shots were taken with drone photography. Mr. Moore provided a brief demonstration of the drone and shared the ways this resource is utilized on the campus.

*A motion to affirm the May 2016 Financial Report was made by Jeff Gooch, seconded by Ron Barden, and unanimously approved.*

**Academic Affairs Report:** Kathie Ivester, Vice President of Academic Affairs, provided an update as follows:

- Blackboard Learning Management System - Ms. Ivester provided an update on Blackboard, a virtual learning environment and course management system. NGTC was one of the first colleges to complete its training on utilizing the system. Kudos to Dr. Renee Deibert for creating a tutorial for students to receive training on the system. All grade books are now housed in Blackboard. Another feature of Blackboard is a chat function which allows students experiencing difficulty to receive immediate assistance.
- NGTC Data Center - Hamilton Scott, Institutional Research Analyst, provided a demonstration of the data available and how it can be accessed on the intranet through the Data Center. This is a good way to manage the data and have the ability to review and drill down information as needed.

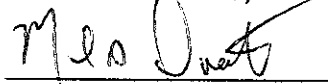
**President's Report:** Dr. Gail Thaxton, President of NGTC, recognized board members Dr. Jim Wade and Jeff Gooch whose board terms have officially ended. Dr. Thaxton expressed appreciation for their excellent service and strong advocacy of NGTC over the past many years. Both members were presented with a small token of gratitude for their service.

**Closing Remarks:** Dr. Mark Ivester reminded the board there will not be a board meeting held in July. The next board meeting is scheduled on August 17<sup>th</sup> at the Currahee Campus. A retirement reception for Dr. Thaxton is planned for Tuesday, July 26, 2016. Details will be communicated as plans are finalized. Board members and Vice Presidents extended appreciation to Dr. Thaxton for the work she has done since joining NGTC in 2012, stating that she has embraced the culture and history of the college, and worked to create an environment in which faculty, staff, and students thrived. Dr. Thaxton shared it has been an honor to be a part of NGTC, and the college has a very strong collegiate footprint in technical education.

There being no further business or discussion, Vice Chair Williams adjourned the meeting at 4:30 pm. The next meeting is scheduled for August 17, 2016 on the Currahee campus.

**Approval to Adjourn:** *A motion to adjourn the meeting was made by Dr. Jim Wade, seconded by Jane Brackett, and approved by all.*

Minutes submitted by:

  
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 President  
 North Georgia Technical College

Approved by:

  
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 Chairperson of the Board of Directors  
 North Georgia Technical College