

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

November 16, 2016

Members Present: Jeremy Williams, Ron Barden, Chan Caudell, Rebecca Stovall, Rebecca King, Barry Roberts, Mitchel Barrett

Members Absent: Jane Brackett

Staff Present: Dr. Mark Ivester, President; Rick Story, Vice President Economic Development; Dr. Mike King, Vice President Student Affairs; Kathie Ivester, Vice President Academic Affairs; Amy Hulsey, Director of PR and Information; Cynthia Brown, Director, Institutional Advancement, and Trudi Schubring, Executive Assistant to the President.

Call to Order: Chair 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: Dr. Mike King offered the invocation.

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

Approval of Minutes: *There was a motion by Barry Roberts, a second by Ron Barden, and the minutes from the September 15, 2016 meeting were approved as submitted.*

Special Guest: Lewis Kelley, CEO of Union General Hospital, joined the meeting via videoconference from the NGTC Blairsville campus. Mr. Kelly extended appreciation for NGTC's partnership with Union General and Chatuge Regional Hospital to provide an evening Practical Nursing Program on the Blairsville campus. Union General and Chatuge Regional have each committed \$50,000 per year, over a three-year period, to fund an instructor's salary for the program. Mr. Kelly emphasized the need for the Nursing Program, citing a large number of LPN and CNA vacancies at both hospitals. In the current healthcare environment, he believes the program will provide a critical level of support.

President Ivester commended Mr. Kelley for reaching out to NGTC, stating that some of the college's greatest partnerships have come from instances where community and/or industry leaders have come to us. He added that it would have been difficult to add the practical nursing program without the financial backing.

Chair's Report:

- Chair Williams welcomed Blairsville community member, Retired Major General Maria Britt, to today's board meeting. Ms. Britt had requested an opportunity to attend one of NGTC's local board of director meetings.
- The Annual TCSG Leadership Conference was held in October, with board members Ron Barden, Chan Caudell, and Rebecca Stovall attending. NGTC once again received recognition for maintaining 100% board certification. The NGTC Foundation received the Role Model award for the second consecutive year.
- A community celebration for NGTC President Ivester was conducted on October 20th with good turnout by NGTC friends, staff, faculty and community members.
- Chair Williams called the board's attention to a revised set of Local Board By-laws. The revisions state that members may participate by teleconference or other similar means provided notice of the meetings list each location where any member of the board plans to participate and at least one location where the public can participate in the meeting. Methods used in a teleconference meeting must be such that each member can hear and speak to each other board member.

There was a motion by Barry Roberts, a second by Ron Barden, and the revised by-laws were approved as submitted.

Public Relations: Amy Hulse, Director of Public Relations, provided an update of activities in the Public Relations Department. Additional details are included in the board materials.

- A local television show, *"Obey Your Inner Chef"*, featuring Currahee's culinary instructor, Danielle Vaughn, has been very successful.
- The college hosted *NGTC Night with the Raiders* at HCHS in October. The event was successful with good presence by NGTC staff, who distributed school information and promotional items. A similar event may be planned during basketball season in another service area.
- Results from new mobile media marketing have come in, and demonstrates the geo-fencing has been successful. NGTC is one of five TCSG colleges conducting this form of marketing. Ms. Hulse will expand on the results at the next meeting.
- The Program of the Month for October was Practical Nursing and November's program is Culinary. Ms. Hulse plans to do more generic advertising in December rather than focusing on a specific program.
- Ms. Hulse stated one of the marketing strategies is to have more presence in the communities we serve, and to that end, she is looking at sponsorships that target our communities. It's important to keep NGTC's name visible and partner with other businesses.
- Recruitment for a Marketing Specialist is the final stages. The position will replace Colby Moore who left NGTC in October.

Administrative Services Report: President Ivester provided an update on the financials and activities in the Administrative Services area. Further detail is included in the board materials.

- Budgets are on target and there are strong revenues for the year. Salaries are in line with 33% of the budget. Operating expenses are at 33% of budget.
- NGTC is in on target to build the carryover into next year, which is approximately \$2M. President Ivester commented on the good job that VPA Carol Carson and her team do with managing expenses.
- The college will be spending local funds totaling approximately \$1M, which will utilize the carryover. One project is a Manufacturing Training Center in Blairsville. It's possible the college could receive a \$600K grant, and NGTC would need to match that amount. This would provide an opportunity for students in Blairsville to learn some of the manufacturing skill trades. There are three large manufacturers in Blairsville in need of skilled staff. A second project is a swing building on the Clarkesville campus. While construction is underway on the new Economic Development Center, the swing building could house the AC program. Once the building project is completed, the building would convert into a truck driving lab.

A motion to affirm the September and October Financial Reports was made by Rebecca King, seconded by Barry Roberts, and unanimously approved.

Academic Affairs Report: Kathie Ivester, Vice President of Academic Affairs, provided a brief update as follows. Additional details and updates are provided in the board materials.

- Ms. Ivester and Elwin Northcutt visited the Waterford Institute in Ireland for three days in September to research an international engineering course. The focus of the program will be industrial, technical and electrical. Ms. Ivester is currently writing the curriculum for the program. More information will be forthcoming as plans are finalized.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) completed a successful site visit for the Clarkesville Medical Assisting Program. There are ninety students in the program with a 100% placement rate.
- The Georgia Medical Care Foundation accreditation site visit in September on all campuses was successful with no recommendations.
- The winner of the NGTC Rick Perkins award will be announced on November 30, 2016.

Action items:

- Addition of a Practical Nursing Diploma on the Blairsville campus beginning Fall 2018.
- Termination of the Emergency Responder TCC. This program was originally requested by Fannin County High School and NGTC acted upon this request. Fannin County High has since determined that they do not wish to run the program.
- Continuation of the Annual Mission Statement. This is a yearly SACS requirement.

A motion to affirm the addition of the Practical Nursing Program effective Fall 2018¹² was made by Mitchel Barrett, seconded by Rebecca King, and unanimously approved.

A motion to affirm the request to terminate the Emergency Responder TCC with an effective date of Spring 2017¹⁴ was made by Ron Barden, seconded by Rebecca Stovall, and unanimously approved.

A motion to approve the 2017 Mission Statement was made by Rebecca King, seconded by Barry Roberts, and unanimously approved.

Economic Development and Adult Education Report: Rick Story, Vice President of Economic Development, provided a brief update as follows. Additional details and updates are included in the board materials.

- A total of 25 companies have received training YTD.
- Adult Education enrollment was 502 students effective 10/31/16.
- A GED Graduation Ceremony was conducted on October 6, 2016, with twenty-two graduates receiving certificates.
- The Drivers Education Commission finalized several program changes which will become effective January 1, 2017. Based on the number of changes, the Governor's Office of Highway Safety and Commission on Teen Driving have requested no drivers' education classes be scheduled during the month of January.
- The Backyard Tours of Northeast Georgia continue to be booked to capacity. The next scheduled tour takes place on December 8, 2016, "Mountain Country Christmas Tour", and a "Santa Express Blue Ridge Train Ride" is scheduled for December 19, 2016.
- A Manufacturing Summit was held at the Currahee campus on November 10, 2016 with good attendance.

Student Affairs Report: Dr. Mike King, Vice President of Student Affairs, provided a brief update as follows. Additional details and updates are provided in the board materials.

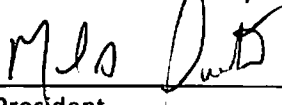
- Fall enrollment was strong with over 2,800 students.
- Resource Fairs have been scheduled in an effort to reach out to students early in the term and make them aware of available resources.
- \$2.8M in Federal Pell Grant money went to 200 students.
- \$2M in subsidized and unsubsidized loans.
- Four Student Affairs staff members attended a recent Title IX training.
- An Open House on the Blairsville campus was scheduled in early November.
- NGTC hosted a Job Fair on the Clarkesville campus in early November.
- A FAFSA Workshop was scheduled on the Clarkesville and Currahee campuses during November.
- A New Student Registration has already been scheduled and a second one is coming up on December 12.

President's Report:

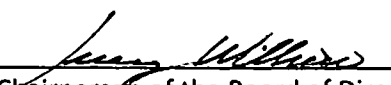
- NGTC was privileged to host TCSG Commissioner Gretchen Corbin and DCA Commissioner Camilla Knowles for a visit to the Clarkesville campus welding lab in October. NGTC has applied for an ARC grant which runs through the DCA. Several years ago the college received a similar ARC grant for the welding building.
- NGTC hosted a brunch for its retirees on the Clarkesville campus in early November. Positive feedback has been received, with many retirees sharing appreciation for the opportunity to gather with friends and former co-workers and hear a college update. President Ivester believes the retirees are some of the college's best advocates in the community, and plans to host regular events for this group.
- A site visit with the Achieving the Dream (ATD) coaches was held on Oct. 31-Nov. 1, 2016. ATD is a national initiative that NGTC has been involved with for the past three years. The latest reports show the college's retention rate as third in the state. NGTC staff believe the ATD interventions have contributed in "moving the needle", i.e. college success course, redesign of learning support classes and a 6% increase in enrollment.
- Licensure rates demonstrate a strong showing of NGTC programs, with 143 students passing their licensure exams (attachment). The passing rate speaks highly of both the programs and instructors.
- President Ivester and his staff plan to look closely at whether to continue offering the federal loan program to students. Many technical colleges have moved away from offering the program, as the default rate is a cause for concern. He explained if the default rate of students goes above 30% on federal loans, it could put the Pell grants in jeopardy for all students. Currently there are only seven technical colleges who have chosen to continue with the loan program. He noted that if the program is discontinued, staff will look at offering other avenues of providing assistance to those in need.
- President Ivester recently met with University of North Georgia president, Dr. Bonita Jacobs. He was encouraged by her enthusiasm concerning transfer students. He noted there may be some opportunities for partnering, as Dr. Jacobs is interested in working together in Fannin and Union Counties. In coming months, he plans to meet individually with other college presidents in the area.
- At the November Presidents Council, Commissioner Corbin shared that we are requesting the same funding as last year, and no policy changes are requested. In other news, there is still some question about the campus carry bill.
- Dr. Ivester commended Horticulture Program Instructor, Craig Thurmond, and his students for their work on numerous community and campus projects, noting the benefits to the college and our community partners.
- In closing, President Ivester extended appreciation for the strong turnout from faculty, staff, and community members at the October 20th reception.

There being no further business or discussion, Chair Williams adjourned the meeting at 4:00 pm. The next meeting is scheduled for Wednesday, December 21, 2016 on the Clarkesville campus.

Approval to Adjourn: *A motion to adjourn the meeting was made by Ron Barden, seconded by Rebecca Stovall, and approved by all.*

Minutes submitted by:


 President
 North Georgia Technical College

Approved by:


 Chairperson of the Board of Directors
 North Georgia Technical College