

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

December 21, 2016

Members Present: Chair Dr. Jeremy Williams, Vice Chair Ron Barden, Rebecca Stovall, Mitchel Barrett, Jane Brackett

Members Absent: Chan Caudell, Barry Roberts, Rebecca King

Staff Present: Dr. Mark Ivester, President; Rick Story, Vice President Economic Development; Dr. Mike King, Vice President of Student Affairs; Carol Carson, Vice President for Administrative Services; Kathie Ivester, Vice President of Academic Affairs, and Trudi Schubring, Executive Assistant to the President.

Staff Absent: Amy Hulsey, Cynthia Brown

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: Mitchel Barrett offered the invocation.

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

Approval of Minutes: *There was a motion by Ron Barden, a second by Rebecca Stovall, and the minutes from the November 16, 2016 meeting were approved as submitted.*

Chair's Report:

- The proposed 2017 Board Schedule was presented for approval. Meetings will be held on the third Wednesday of each month, with the exception of January and March when dates have been changed to accommodate Presidents Council meetings.
- Chair Williams called attention to a combined board meeting with the Local Board of Directors and the Foundation Board of Trustees on April 19, 2017. A groundbreaking for the new Economic Development Center is also planned for this date.

There was a motion by Mitchel Barrett, a second by Jane Brackett, and the 2017 NGTC Board of Directors schedule was approved as submitted.

Public Relations: A formal report was not presented as PR Director Amy Hulsey was on vacation. Board members were encouraged to review the PR materials in the notebook. VPA Carson called attention to an upcoming event at Stephens County High School, *NGTC Night with the Indians and Wildcats* (Stephens vs. Rabun) on January 3, 2017. Board members were invited to attend. NGTC staff will be on hand to distribute college swag and door prizes at the games.

Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided an update on the financials and activities in the Administrative Services area. Further detail is included in the board materials.

- Tuition, fees, revenues, and salaries are on target as projected.
- A grant proposal has been submitted to EDA for funds for a manufacturing building in Blairsville. If NGTC receives the grant, there would need to be some matching funds.
- Discussions continue with the architects for the new Economic Development Center. Ms. Carson reported the floor plan has been finalized and exterior options are currently being researched. It is anticipated that the final presentation may take place in February, with construction to begin toward the first part of March. An official

groundbreaking ceremony is planned for April 19, 2017. Governor Deal and Commissioner Corbin have been invited to attend. Details will be communicated as plans are finalized.

A motion to affirm the November financial report was made by Ron Barden, seconded by Mitchel Barrett, 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.

- Jim Loring, photography instructor, was named 2017 Rick Perkins award recipient.
- Migration to Office 365 began in December and is in the final stages of completion.

Ms. Ivester presented the following action items for board approval:

- Addition of Interdisciplinary Studies AAS (AF53) on all campuses, effective Summer 2017/16
- Addition of the following embedded TCCs effective Fall 2018/12:
 - Automotive Collision Repair Assistant II TCC (AZ51) on Clarkesville campus
 - Cosmetology Technician TCC (CT21) on Clarkesville and Blairsville campuses
 - Culinary Professional Assistant TCC (CP51) on Currahee and Blairsville campuses
 - Child Development Specialist TCC (CD61) on Clarkesville and Currahee campuses
- Addition of the following MOWR TCCs effective Fall 2018/12:
 - MOWR Gas Tungsten Arc Welding TCC (MGE1) on the Clarkesville campus
 - MOWR Shielded Metal Arc Welding TCC (MS71) on the Clarkesville campus
- Addition of the following TCCs effective Fall 2018/12:
 - Engineering Technician TCC (ET31) on the Clarkesville campus
 - Pharmacy Assistant TCC (PB71) on the Clarkesville campus

A motion to affirm the above program additions was made by Jane Brackett, seconded by Ron Barden, 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.

- Over 200 students participated in GED testing, an increase from the previous year.
- NGTC's Annual Manufacturing Summit was conducted on November 10, 2016 on the Currahee campus, with approximately 100 in attendance. Positive feedback has been received.
- The WIOA grant program is receiving good participation with fifteen students enrolled in the program.
- NGTC continues to partner with the QuickStart program to assist companies such as Nifko/KTW in Stephens County, as well as continuing the safety training programs at companies through the service area.
- The final *Backyard Tour* for the year was conducted on December 19, 2016. The *Backyard Tours* been highly successful and staff are planning additional tours in 2017 with a focus on agri-business in NGTC's service areas.

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.

- Dr. King provided a breakout of financial aid dispersed during the recently completed Fall term.
- 194 graduation applications for Fall Semester 2016 have been submitted.
- 2,106 new and returning students have pre-registered for Spring Semester 2017.
- Staff are working hard to ensure strong enrollment for the Spring Semester. Classes begin January 5, 2017.
- Commencement is scheduled for January 20, 2017 at The Torch. Board members are encouraged to attend.

President's Report:

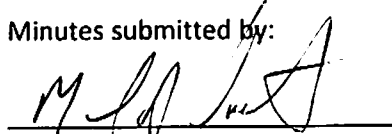
President Ivester reported the past 5-6 months have been busy with a focus on enrollment and retention. He provided a highlight of activities in late November and December.

- In response to community requests, NGTC met with the Board of Regents Georgia Film Academy (GFA) in Atlanta to explore career opportunities for students. Georgia has been ranked as the third largest production center in the nation. If one of the counties in our service area decides to pursue this industry and build a studio, NGTC could partner with them on programs needed to build a skilled workforce. At the conclusion of the meeting, it was determined there are limited opportunities at this point due to the unionized status of the industry. Dr. Ivester believes the time spent with GFA was productive, however, as there was one program identified through TCSG which may be of potential interest to NGTC in the future. It is a Recording Art Technology (RAT) Program, which teaches basic AV skills.
- NGTC was recognized as Habersham Chamber of Commerce's Member of the Month for December. As part of the recognition, Dr. Ivester joined Chamber President Judy Taylor on a local broadcast of "Chamber Chat".
- Opportunities to meet with leaders in the service area:
 - Union County School System's Agri-Science grand opening on November 28, 2016.
 - Guest speaker at Cleveland Rotary on December 13, 2016.
 - Georgia Mountains Regional Commission Annual Meeting on December 2, 2016. Heather Feldman has been named Executive Director, replacing Danny Lewis who retired at the end of 2016.
 - Dr. Ivester and Cynthia Brown continue to look at opportunities to meet with community leaders and share information about the Foundation. Meetings in December included Bob Evans and Gordon Telford.
- Work is underway to expand membership on the Local Board of Directors. President Ivester has extended invitations to three additional community leaders: Rope Roberts, Regional Economic Development Director for Georgia Power; Erik Brinke, Director of Economic Development for Blue Ridge Mountain EMC; and Dr. Jim Wade, who has been invited to return to the Board.
- Dr. Ivester and other staff attended the annual SACS Conference in Atlanta during December. Dr. Ivester noted he will be trained to conduct a SACS visit each year, and is looking forward to the opportunity to learn from other colleges.
- Dr. Ivester attended the first Annual Taste of TCSG in early December, a fundraising event for the TCSG Foundation. Governor Deal was in attendance and spoke briefly at the event.
- In closing, NGTC faculty and staff are looking forward to January with a continued focus on student retention, graduation, and overall enrollment. NGTC's retention rate is strong at 71% and the college is ranked third in the TCSG system. Staff continue to look at ways to improve the graduation rate, which is currently around 63%.

There being no further business or discussion, Chair Williams adjourned the meeting at 3:50 pm. The next meeting is scheduled for Wednesday, January 25, 2017 on the Clarkesville campus.

Approval to Adjourn: *A motion to adjourn the meeting was made by Jane Brackett, 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