

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

January 25, 2017

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

Members Absent: Chan Caudell

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, Amy Hulse, Director of Public Relations & Information; Cynthia Brown, Director of 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: Ron Barden offered the invocation.

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

Approval of Minutes: *There was a motion by Rebecca Stovall, a second by Jane Brackett, and the minutes from the December 21, 2016 meeting were approved as submitted.*

Chair's Report:

- Chair Williams welcomed community member, Maria Britt to the meeting.
- PR Director Hulse, introduced Sara Smagur, Marketing Specialist, who joined NGTC in mid-December. Ms. Smagur is a graduate of Piedmont College with a degree in mass communications. She brings a fresh student perspective to the position, and has already proven to be a great asset with strong social media and graphic design experience.
- The board welcomed Andrew Hudgins, 2016 NGTC EAGLE winner, and Adult Education Instructor, Jackie Morgan. The Exceptional Adult Georgian in Literacy Education (EAGLE) Program celebrates adult learners in pursuit of excellence and honors students who have demonstrated exceptional achievement in statewide adult education classes. Adult Education teachers nominate students at the local program level to participate in the EAGLE recognition program at the state level. Criteria includes student character, attitude, attendance, leadership and community involvement and activities. Mr. Hudgins shared his personal story, relating the importance of adult education in the Technical College System of Georgia. He is currently enrolled in the EMS program with plans to pursue a degree in paramedicine.
- Chair Williams reminded the board of the Technical College Director's Association (TCDA) annual requirement to review and sign the acknowledgement form for the policy governing ethical conduct expected of State and Local Board members. Copies will be maintained on file at the TCDA office and NGTC.
- The board was reminded of the upcoming commencement service on Thursday, January 26, 2017. Past NGTC President Judy Hulse will be the keynote speaker.

Public Relations: PR Director Amy Hulseley highlighted recent marketing activities. Further detail is included in the board materials.

- Two recent events included *NGTC Night* at Stephens County High School on January 3, 2017, and *NGTC Night* at Fannin County High School on January 13, 2017. NGTC staff were on hand at both events to distribute college swag and door prizes. Ms. Hulseley is looking at other sports/activities to schedule at service area high schools.
- The commencement service on January 26, 2017 will be live-streamed for the first time in NGTC history for the benefit of family members who may be unable to attend.
- The PR Department has conducted several social media contests in an effort to connect with students and engage the community at large. Contests have focused on Program of the Month, and other campus activities. Based on positive feedback, the department is planning additional promotions/activities of this type.
- The Program of the Month for January is Applied Business Technology; February's program is engineering.
- NGTC's locally broadcast radio show on WCHM will resume in February with a new and refreshed format.
- Upcoming community sponsorships include Prevent Child Abuse Habersham Top Chef & Wine Tasting on January 23, 2017, and Boy Scouts of America American Values Dinner on March 2, 2017.
- Ms. Hulseley shared information on NGTC's Student Success Statistics for 2016, which included enrollment, high school collaborative, graduate, and job placement statistics. She also shared an update on the small capital outlay project for FY2018, which is a Student Life Center (renovation of the Cy Grant gymnasium). As one of only two TCSG colleges with residential housing and permanent recreational facilities, NGTC lacks a functional Student Life Center to contribute to the overall student educational experience. Repurposing the current gymnasium to a Student Life Center would provide resources and amenities that today's students desire.

Chair Williams thanked Ms. Hulseley for her report and commended Dr. Ivester for including a Public Relations & Marketing report at the monthly board meetings.

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.

- At the midway point of the fiscal year, revenue goals for the fall semester were met. Tuition and fees revenue projects were based on an enrollment of 2500 students (including Move on When Ready). The tuition revenue was based on each student taking an average of nine credit hours.
- The largest unbudgeted expense is the swing building at a cost of \$490,950. The swing space will house the Air Condition Program during construction of the new Economic Development building. This expense will be taken from reserve funds. Precision Metal Buildings will construct the swing space. Plumbing and electrical work are currently underway, and completion of the swing building is on target with no delays expected.
- NGTC received notification of the allotment of Perkins carryover money (\$33,000). Ms. Carson is waiting on the approved budget to come from Atlanta with the line items.
- One item not reflected on the financial report is the World Class Lab. TCSG made the decision to put the world-class lab money in the NGTC budget.
- In other updates, Ms. Carson reported that a new Purchasing Card Policy for the State of Georgia has been published, effective April 2017. The revised policy requires NGTC to complete and submit a new business operation plan and revise current procedures in how P-cards are managed. Once submitted, the plan will be reviewed by the TCSG Purchasing office, and the Office of Planning and Budget (OPB). Upon approval of the plan by OPB, our internal procedural changes will be made within NGTC to comply with the DOAS policy. The purpose is to ensure strong internal controls are in place.

A motion to affirm the December financial report was made by Barry Roberts, 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.

- Spring Semester stats:
 - 499 total classes (124 General Education, 24 College Success)
 - 153 instructors (65 full time, 88 part time)
 - 11 classes added
 - Maximum seat limit raised in four classes
- Ms. Ivester announced the addition of an Early Childhood Care and Education AAS Degree and Diploma to the Blairsville Campus beginning 201812. The program will require minimal start-up expense, and will utilize existing space which was freed up with the addition of the Health Wing last spring.
- Ms. Ivester, Dan Pressley, Elwin Northcutt, and seven Engineering students attended the TCSG and Waterford Institute of Technology (WIT) Signing Ceremony for a Memorandum of Understanding (MOU) in Atlanta on January 17, 2017. The MOU establishes a partnership giving Georgia and Irish students expanded educational opportunities. This summer, students from North Georgia Technical College and Chattahoochee Technical College will participate in a one-of-a-kind engineering program in Ireland custom-tailored by WIT and TCSG faculty. The partnership is a great opportunity for NGTC students to train on an international level.

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.

- NGTC received an additional \$6,000 through a TCSG grant to hire a part-time Adult Education instructor on the Clarkesville Campus. FY 2017 NRS projected enrollment is 1,000
- The next *Backyard Tour* will be conducted in the spring and will feature venues in Stephens County.
- Drivers Education classes concluded for the year on December 31, 2016. The program began in October 2015 and during its 15-month span, certified 679 students. 667 students participated via funding from a grant available from the Georgia Commission on Teen Driving and the Governor's Office of Highway Safety. Twelve students paid personally. Total revenue from the program is \$237,650. The program will resume in March under new rules and financial qualifiers.

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.

- 448 TEAMS alerts for the Fall Term. Dr. King explained that TEAMS is an alert process by which a faculty member who has a concern regarding a student, i.e. academic, attendance, etc., refers that student to Student Affairs. Once a referral is made, an electronic alert is sent to staff. Each referral results in a personal contact with the student. This is part of NGTC's retention efforts. Once a student is enrolled, staff do their best to help the student get past any barriers and continue through to graduation.
- 4,338 FAFSA's have been processed for the academic year.
- Dr. King provided a brief update on financial aid authorized for the spring term.
- Enrollment is strong, and while not official, there were 2,552 students enrolled at last count. This is an increase over the previous year. Dr. King commended faculty and staff for their efforts.

President's Report:

- President Ivester reported NGTC was the only technical college in the System with an increase in enrollment for the past five consecutive semesters. He commented on the efforts by faculty and staff across all campuses that contributed to this success. He also noted the vital role of the Foundation, and called on Cynthia Brown, Director of Institutional Advancement, to provide an update on Foundation resources for the current semester.

Ms. Brown reported 137 students have received assistance for the Spring Semester at an estimated amount of \$65,504.48. This includes assistance with tuition, fees, scholarships, books, and equipment. She shared information on the Second Chance Scholarship, Criminal Justice Scholarship, and an update on a scholarship for the CNC/Tool & Die Programs provided by Stovall Machine Products. She stated the Foundation is honored to invest in people with a strong desire to pursue their education, and commended the Board for their support and advocacy of NGTC.

Dr. Ivester provided a highlight of activities through the President's Office:


- Participated in the official signing of a QuickStart training agreement for Nifco KTW in Stephens County on January 25, along with state and local officials. The company plans to begin in 2017 with 200 employees and expand to more than 400 employees in 2018. NGTC will partner with the state in the training agreement to provide ongoing workforce support and services to the company. QuickStart is a Georgia economic development program that provides customized workforce development training at no cost to qualified, new, expanding, and existing businesses in Georgia. Dr. Ivester commented QuickStart is a large reason that many companies make the decision to come to Georgia.
- Continuing to meet individually with college presidents and school superintendents in the service area over the coming months. This is a good opportunity to strengthen existing relationships and build new ones. He recently met with Larry Peavy, President of Tallulah Falls School, and is scheduled to meet with Dr. Robert Meyers, President of Toccoa Falls College in February.
- Attended pre-legislative events in January, including Georgia Chamber's Eggs & Issues in Atlanta, and the Habersham County Chamber of Commerce drop-in reception for legislators.
- As an update from the January President's Council, Dr. Ivester reported the 2018 TCSG budget from the Governor's office remains the same as last year, which is positive news. Although TCSG enrollment is declining as a whole, the system is "held harmless, which means that we receive the same amount of money despite a lower student base. He also provided a brief update on the capital outlay budget, noting that NGTC will receive \$2.5M for equipment for the new Economic Development Center building. NGTC's small capital outlay project is renovation of the Cy Grant gymnasium.
- As a request from Dr. Jim Wade, Dr. Ivester announced the Toccoa Symphony is holding a fundraiser on Saturday, February 11, 2017, at the NGTC Currahee Campus. Those interested in purchasing tickets may go online to the Toccoa Symphony for information and tickets.
- Planning is underway for the second annual donor appreciation event, *Trebles and Truffles*, in March 2017. Details will be communicated as plans are finalized.
- A two-day work session for the executive team is scheduled in Blue Ridge on February 6-7, 2017 to plan for the upcoming year. The team will look at TCSG goals and benchmarks, budget, programs and other initiatives to continue moving the school forward in a positive direction.

Dr. Ivester stated he is very proud of the work and efforts displayed by staff and faculty. The school is moving in a positive direction with strong efforts in enrollment, retention and graduation. He stated staff are building plans, working plans, and getting results.

There being no further business or discussion, Chair Williams adjourned the meeting at 4:08 pm. The next meeting is scheduled for Wednesday, February 15, 2017 on the Clarkesville campus.


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

Minutes submitted by:



President
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors
North Georgia Technical College