

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

June 21, 2017

Members Present: 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 Hulsey, Director of Public Relations & Information; Cynthia Brown, Director of Institutional Advancement; Shelby Ward, Dean of Adult Education; and Trudi Schubring, Executive Assistant to the President

Guests: Jim Loring, NGTC Photography Instructor

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

Invocation: Barry Roberts offered the invocation.

Election of Officers: As noted in the April 19, 2017 minutes, Chair Jeremy Williams resigned from the board due to a relocation to Hall County where he has accepted another position. A motion to elect Ron Barden as Chair was made by Mitchel Barrett and seconded by Jane Brackett. A motion to nominate Rebecca Stovall as Vice Chair was made by Jane Brackett and seconded by Barry Roberts.

A motion to approve the new Board of Directors Chair and Vice Chair was made by Jane Brackett, seconded by Mitchell Barrett and approved by all.

Approval of Agenda: *There was a motion by Rebecca Stovall; a second by Rebecca King and the agenda was unanimously approved.*

Approval of Minutes: *There was a motion by Jane Brackett; a second by Rebecca Stovall, and the April 19, 2017 minutes were approved as submitted.*

Chair Report:

- Chair Barden and the board welcomed Jim Loring, a NGTC Photography Instructor and the 2017 Rick Perkins award winner. The Rick Perkins Award for Excellence is a statewide program that honors technical education's most outstanding instructors who make significant contributions to technical education through innovation and leadership in their fields. Mr. Loring began his career as an international humanitarian photographer before transitioning into technical education. In his spare time, he continues to participate in a variety of international relief assignments. He shared his nominating story on the importance of technical education, as well as the fulfillment that comes along with helping students become successful in their chosen field of interest.
- The board welcomed Shelby Ward, Dean of Adult Education, who will begin reporting regularly at board meetings.
- Chair Barden commented on the recent graduations held in Clarkesville and Blairsville on June 8 and 9, 2017. He thanked the board members who were able to attend.
- The TCSG Leadership Conference is scheduled in Savannah on November 6-8, 2017. Chair Barden encouraged board attendance at this important annual event.
- TCSG Fast Facts & 2017 College Directories were given to each board member. The directories contain useful information to keep on hand for easy reference.
- Congratulations were extended to Kathie Ivester, who is retiring from NGTC on June 28, 2017.

Public Relations Report: PR Director Amy Hulseley reported on current activities in her area. Additional details, updates, as well as press releases are provided in the board materials.

- NGTC's 75th anniversary - Planning is underway for a community celebration of NGTC's 75th anniversary in 2018. A steering committee, comprised of both internal and external membership, is under development. An annual Foundation campaign will kick off in September 2017 and run through Fall 2018, to coincide with the anniversary celebration. Additional information will be shared as plans are finalized.
- Clegg Auditorium – Renovations are underway in the auditorium, with branding of the college's programs and campus. Renovations should be completed by August.
- Solar Eclipse – A total solar eclipse will cross the United States on Monday, August 21, 2017. Blairsville was recently named one of the best places to view the eclipse in totality. NGTC is partnering with the Blairsville-Union County Chamber of Commerce as a premier sponsor of the event. The college name and logo will be posted everywhere the eclipse is marketed, including t-shirts, eclipse viewing glasses, etc. The sponsorship will be great exposure for NGTC.
- Public Relations will begin promoting new full time faculty and key staff when they come on board, with headshots and news releases in local papers.
- Welcome to the Pack - The second annual event is scheduled for July 18, 2017 on all three campuses. The event provides an opportunity for students and families to come on campus, learn the location of buildings, enjoy a free meal, meet faculty and advisors, and receive college swag.
- Free Application Wednesdays - An advertising campaign began in June to waive the \$25 application fee on Wednesdays during the month of July. Billboards promoting the campaign are posted on Highway 365 North, as well as two billboards in Baldwin, and one in Cornelia. The billboard on 365 North allows us to change out deadline information on the existing signage. Additionally, postcards for Free Application Wednesdays have been mailed to over 1,000 students. The postcards are also being placed in churches, health departments, businesses, and other strategic locations.
- Free GED classes – TCSG is paying for a digital billboard ad in Blue Ridge, as part of a statewide initiative for adult education.
- Ms. Hulseley shared a visual of an NGTC ad that appears on student's phone screens, when they are selecting an app, such as Pandora, Facebook, etc. This re-targeting method is another method of connecting with students, in addition to newspaper ads, billboards, radio announcements, etc.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided a status of the current financial report as of May 31, 2017. (Exhibit I)

- The financial report includes eleven months of the fiscal year. There may still be some revenue coming in from the dining hall, bookstore, and continuing education.
- When looking at tuition and fees in comparison to projections, enrollment was up by 431 students.
- Ms. Carson explained the college budgets conservatively but realistically, in preparation for situations where numbers may be less than projected. The college had good numbers this year, with impact on the revenue side. On the expense side, the biggest expense is personnel. We budget by positions and can keep track of salaries.
- The adjunct number is a bit higher, but the best number possible is chosen at the first of the year based on the information on hand. It can vary; for instance, if enrollment goes up, there may be a need for more adjuncts.
- The budget is on target with salaries.

A motion to affirm the May 2016 Financial Report was made by Jane Brackett, seconded by Barry Roberts, and unanimously approved.

Annual 2018 Budget: Ms. Carson provided an overview of the 2018 budget (Exhibit II). Highlights include the below:

- The 2018 budget is based on Fall and Spring enrollment of 2,500 for fall and spring (including 450 MOWR), with 9 average credit hours. The budget is also based on Summer enrollment of 1,450 with 100 MOWR and 7 average credit hours.

- Ms. Carson solicits input from the executive team, program areas, and functional areas for the development of the supply and operating budget.
 - Total Revenue Projection \$19,479,724
 - Salaries \$13,947,859 (incl. 2% merit for full time employees who meet criteria)
 - Total operating costs \$5,531,865
 - Total Revenue Projection \$19,479,724
 - Total Annual Budget \$19,479,724
 - State and Federal Grants
 - Perkins Grant \$571,712
 - Adult Education \$438,650
 - Work Study \$96,312
 - Bond Allocations
 - Obsolete Equipment \$183,194
 - Repair & Renovation \$211,932

A motion to affirm the 2018 Budget was made by Rebecca King, seconded by Jane Brackett, and unanimously approved.

Academic Affairs Report: Kathie Ivester, Vice President of Academic Affairs, provided an update on activities in her area. Additional details and updates are provided in the board materials.

- Full time replacement staff have been recruited for several areas, including Angie Foster, ASN Instructor; Rodney Smith, Business Technology Instructor, Currahee; Staci Sulhoff, Applied Business Technology Instructor, Clarkesville; Mona Williams, Business Technology Instructor, Blairsville; Tony Sirianni, Criminal Justice Instructor; and Jamey Wilkes, Director of Library Services
- IT Activity - The IT Department has provided AV support for eight community events. Student email addresses have been changed from eaglespace.northgatech.edu to my.northgatech.edu. New digital signage has been added to the Currahee student center and receptionist area. Changes will be made next at the conference center in Blairsville.
- Pinning ceremonies were conducted on May 2, 2017 for ASN students on May 2, 2017 and on May 22, 2017 for high school nurse aide students.
- A Manufacturing Systems Technology AAS has been added at the Currahee campus, effective January 2018. All industrial tech students will be migrated into this program, which offers robotics and plastics technology.
- A Diesel Engine Service TCC has been added, effective January 2018. The space formerly used by the Marine Engine program will be converted to accommodate the Diesel Engine Service program.

A motion to approve the Manufacturing Systems Technology AAS and the Diesel Engine Service TCC was made by Barry Roberts, seconded by Mitchel Barrett, and unanimously approved.

Economic Development Report - Rick Story, Vice President of Economic Development, provided a brief update of activities in his area. Additional details and updates are provided in the board materials.

- An off-site retreat was conducted in Athens on May 30-31, 2017, which allowed for planning and development of goals for the upcoming year.
- The Industrial Summit is scheduled for Thursday, November 2, 2017. Additional information will be forthcoming as plans are finalized.
- The Currahee campus hosted the Georgia Rural Development Council on June 15-26, 2017. The Council is an initiative of Speaker David Ralston. Mr. Story commented on the positive feedback received from the legislators on the exceptional service provided by the Currahee staff.
- Search efforts are underway for a qualified driver's instructor for Blairsville, and Currahee.
- Lego camps are underway at the Clarkesville and Currahee campuses, and at First Baptist in Blairsville.
- The next Backyard Tour is scheduled for August 21, 2017 and will feature Rabun County venues. The tour will coincide with the solar eclipse.

- Business After Hour events have been coordinated with service area Chamber of Commerce offices, including a joint event with Habersham and Stephens County on June 22, 2017 at The Orchard, and one in Rabun County on August 24, 2017 at the Adult Ed Learning Center in Clayton. Additional events are planned for surrounding counties.
- Carol Jackson, Associate Vice President for Economic Development, has been working on a small business outreach initiative that was recently rolled out. She is meeting with small business owners in the service area to solicit feedback on how NGTC can assist them in their business. The program has been well received.

Adult Education Report – Shelby Ward, Dean for Adult Education, reported on updates in her department. Additional details and updates are provided in the board materials.

- Adult Education has met and exceeded the National Reporting System enrollment goals. Additionally, the department has met each of the individual level percentages the state includes in the program.
- NGTC has received a three-year grant with the WIOLA Program. They are enrolling students between the ages of 16-24 in the program. Students receive multiple services, such as childcare, money for transportation, and free GED tests. Students receive added incentives if they pass their GED. This is a good way to get students into our program. There are currently 37 students enrolled (the goal was 30).
- A Transition Specialist was recently recruited, who will work with every student who is interested in transiting into college or work. The Transition Specialist will ensure they have a job, and provide assistance as needed. Students will be followed for a year.
- With the WIOA grant, students receive a two-week paid work experience. The student will be placed in a company for two weeks, which is paid by the Adult Education Department. At the conclusion of the two weeks, the company will work with the student to either hire, or provide guidance on next steps.
- Georgia Best is a new program, which is a Department of Labor initiative. The instructor will conduct a two-week course and follow up with a two-week GED boot camp for high-level students. The intent is to provide guidance and get them started in a technical school.
- The English as a Second Language Program in Habersham County had it's first-ever award ceremony. At this ceremony, two students received their citizenship, several were recognized for their hours of attendance, and all the students recognized were given certificates of level completions and a gift. Both Dr. Ivester and Rick Story attended the ceremony.
- Fifty students earned the Georgia Best certificate this year through our program.
- A Regional Advisory Board is under development. There are currently advisory boards in six of the eight county service area. Two NGTC board members, Ron Barden and Jane Brackett, will serve on the regional board.
- GED Graduation is scheduled for Thursday, October 12, 2017, in Clegg Auditorium.
- Ms. Ward is seeking a new location for GED classes in Franklin County. She asked for the board's assistance in identifying potential locations.
- Census of Need: Ms. Ward provided information on total population and total population 18 years and over who possess less than a high school diploma. She stated the college consistently looks for ways to get these people into our classrooms so they can earn their high school diploma.

Student Affairs Report – Dr. Mike King, Vice President for Student Affairs, reported on activities in his area. Further detail and updates are provided in the board materials.

- There was good participation at the Transfer Fair on April 18, 2017, with over twenty universities on site to recruit NGTC soon-to-be graduates to their institution.
- Recent new hires include Kelsey Dillard and Brittany Schenk as the new High School Coordinators, and Jessica Polson, Student Affairs Specialist.
- There are 101 MOWR students taking classes this summer.
- There are 291 graduates for spring.
- There are 1,422 students attending summer semester, a 2.7% decrease (39 students) from last summer. This is the first time since Summer 2009 that we have experienced a dip in enrollment. Staff and faculty are working hard to ensure a strong enrollment for Fall

- SkillsUSA National Leadership Conference is scheduled for June 19-24, 2017, in Louisville, KY.
- PBL National Leadership Conference is scheduled for June 23-27, 2017 in Anaheim, CA.
- New Student Advisement & Registration is scheduled for June 29, 2017.

Presidents Report: Before reporting on activities in the president's office, Dr. Ivester congratulated Kathie Ivester on her impending retirement, thanking her for the contributions she has made for the college and students. While an in-house search for her replacement is underway, Dr. Ivester will serve as the interim leader for Academic Affairs. Mrs. Ivester thanked the board for their support over the years, stating it has been a privilege and honor to serve the college. She commented she is a product of NGTC, having started at NGTC as a student.

- Dr. Ivester met with all faculty and staff on June 20, 2017, where he shared college updates. One of the key topics covered was the Campus Carry law, which becomes effective July 1, 2017. TCSG has provided specific guidance on how to manage the new law. Guidance and education on the Georgia Campus Carry bill has been shared with all faculty and staff, and students. Police officers are stationed on all three campuses. Additionally, TCSG has scheduled Behavior Intervention Team Training on July 12, 2017, which is a key component to campus safety and to prohibiting unwarranted behavior. The goal is to have a trained Behavior Intervention Team on every campus to help identify potential threats before they happen. Dr. Ivester responded to a variety of questions from the board. He encouraged them to direct other questions to him as they arise.
- The college is hoping to break ground on the new building in late July/early August. The greenhouses and a swing space for the AC program are both complete. Demolition should begin in August.
- Dr. Ivester recently filled in for Commissioner Corbin at the Appalachian Initiative, a bi-partisan committee meeting in Washington on May 1, 2017. The meeting included several senators, and college presidents. As brief background, the Appalachian region has experienced economic, demographic, and social changes over the years, particularly impacted by declines in the coal and traditional manufacturing industries, leading to high levels of unemployment and poverty. This means that the problems facing rural America are particularly acute in Appalachia. A Task Force on Appalachia was formed to discuss issues confronting the Appalachian region and look at ways to tackle these problems. Four roundtable discussions were scheduled in June. Dr. Ivester attending the first meeting, which focused on Workforce and Education. Remaining meetings will focus on Entrepreneurism/Job Creation, Energy and Infrastructure, and Rural Health.
- Dr. Ivester attended the Community Colleges of Appalachia Conference on June 11-13, 2017. While there, he attended the CCA Board meeting on behalf of a fellow TCSG president and CCA board member. The board included college presidents from New York down through the Appalachia. It was a good opportunity to learn what is going on in other areas, and build relationships with college presidents outside of Georgia. He commented that after hearing from many of the presidents, he feels particularly good about the future of Georgia's technical education. With MOWR and other initiatives in Georgia's technical education system, we are in a good place. He commented that Governor Deal has allocated \$5M for a technical education marketing campaign.
- Dr. Ivester attended the SkillsUSA National Competition in Louisville, Kentucky on June 21-24. He commented on the great job by students and instructors.

With no further business, the board wished Kathie Ivester all the best on her retirement, and the meeting adjourned at 4:30 p.m.

Approval to Adjourn: A motion to adjourn the meeting was made by Barry Roberts, 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