

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

August 16, 2017

Members Present: Chair Ron Barden, Vice Chair Rebecca Stovall, Jane Brackett, Barry Roberts, Chan Caudell, Rope Roberts, Dr. Jim Wade

Members Absent: Kennon Yori, Rebecca King, Mitchel Barrett

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; Mindy Glander, Vice President of Academic Affairs, Amy Hulse, Director of Public Relations & Information; Shelby Ward, Dean of Adult Education; and Trudi Schubring, Executive Assistant to the President

Staff Absent: Cynthia Brown

Guests: Elwin Northcutt, Emily Walker, Amber Olliff

Call to Order: 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.

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

Approval of Minutes: *There was a motion by Rope Roberts; a second by Barry Roberts, and the April 19, 2017 minutes were approved as submitted.*

Chair Report: Chair Barden and the board congratulated Mindy Glander on her transition to Vice President for Academic Affairs.

- Chair Barden recognized Elwin Northcutt, Engineering Instructor. Mr. Northcutt introduced Amber Olliff and Emily Walker, two of the students who participated in the study abroad program at the Waterford Institute of Technology in Ireland this past June. The students shared information on the topics of study, which included 3D Printing and Nanotechnology, Sustainable Energy, Convergent Technologies, and Robotics and Automation. They were happy to have had the opportunity of working with different software packages, visiting manufacturers, as well touring parts of Ireland and experiencing the culture. They felt the experience changed their perspective and allowed them to bring new ideas home. Ms. Walker stated she had maintained a blog of the trip (ewalker5@my.northgatech.edu). In closing, both students expressed sincere gratitude for the opportunity and their hopes that the study abroad program will be something the college continues to offer.
- A warm welcome was extended to two incoming board members: Rope Roberts, and Dr. Jim Wade (who is returning to the board after previously fulfilling his term limit). Kennon Yori, Ethicon Director of Operations, was unable to attend today's meeting due to a work related overseas trip. An Oath of Office for all three members will be conducted at next month's meeting.
- Chair Barden reminded the board of upcoming events including GED graduation on October 12, 2017 in Clegg auditorium, and the TCSG Leadership Conference in Savannah on November 5-8. He also asked the board to stay after the meeting for a group photograph to be used for the 2018 TCDA Directory.

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.

- Mrs. Hulseley presented each board member with a commemorative t-shirt for the upcoming Solar Eclipse. As noted at the last meeting, NGTC has partnered with Blairsville Union County Chamber as a sponsor of their eclipse event.
- Planning continues for a 75th anniversary celebration of the college next fall. A Steering Committee will meet at the end of August to plan events. Mrs. Hulseley encouraged the board to notify her of any ideas for the celebration.
- Dr. Judy Hulseley has agreed to create a coffee table photo book depicting the history of NGTC. The final product will be sold as a fundraiser for the Foundation.
- The outdoor pillar sign in the front of the Clarkesville campus will be redone. The sign on the Blairsville campus is currently in progress and should be complete next week. Signage on all three campuses will be similar with new digital text and graphics display boards.
- New car static decals to spotlight NGTC programs are on order and will be given to faculty for distribution to students.
- High school football season is here and the PR Department has coordinated Friday Night Lights events. Faculty and staff will be in attendance at the games below to distribute college swag and door prizes. This is a great way for NGTC to have a presence in our service areas. Board members are invited to attend any of the games if they have interest and availability.
 - August 25th - Stephens (Home) v. Franklin
 - September 1st - Habersham (Home) v. White
 - October 6th - Union (Home) v. Dawson

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided a status of the current financial report.

- July 1st began the new fiscal year for the annual budget. Ms. Carson shared information on the carry-over budget, explaining there are certain monies we can carry over and spend at the end of the year for unbudgeted projects. The fund balance reserve for local revenue as of June 30, 2017 was approximately \$2.2M.
- Notification has been received of World Class Lab Bond allocations of \$558,072 (submitted for Industrial systems/Maintenance Programs). We have submitted our request from the IST program for approval. If we receive approval, this will be a good funding source for that equipment.
- Projects currently underway include Clegg Auditorium, and the President's Home, which is being developed into a large meeting space.
- Ms. Carson responded to several board questions related to the financial reports, and encouraged them to notify her of other questions as they come to mind.

A motion to affirm the final Financial Report was made by Barry Roberts, seconded by Dr. Jim Wade, and unanimously approved.

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

- Ms. Glander and Dr. King attended the Behavioral Intervention training conducted by TCSG in July. Plans are underway to form an NGTC Behavioral Intervention Committee.
- The Auto Collision Repair underwent a successful reaccreditation onsite visit by the National Automotive Technician Education Foundation with only one recommendation noted, which has already been corrected.
- NGTC was named as a Registered Apprenticeship Sponsor, which will allow us to arrange sponsorships, as a liaison for companies, students, and federal funds. Mrs. Glander explained that the companies come to us to help with

completion of the required paperwork. Apprenticeships are more difficult than internships. There are positions through the U.S. Department of Labor, which have been set aside for apprenticeships, and we match the student with the company, which can take several semesters.

- Sharon McFarland was recently hired as the Practical Nursing Instructor for Blairsville. The salary for this position comes from the \$100,000 that Lewis Kelley, CEO of Union General Hospital, provided. The program currently has a waiting list.
- The IT Service Desk closed out 614 tickets during July. The department has also replaced 25 aged computers, and completed a cutover to new student email accounts (my.northgatech.edu).
- The National SkillsUSA Competition was held in Louisville. Seventeen NGTC students placed, with three in First Place, eleven in Second Place, and three in Third Place.
- The FBLA-PBL Leadership Conference was held in Anaheim, CA, where NGTC competed with some large universities. Three students made it to stage level. We also have a State level officer, Daniel Hill.
- Faculty Development was conducted on August 1, 2017, and included adjunct staff this year, which has helped to make adjuncts feel more a part of the team.
- The Banner Blackboard ILP conversion was completed, which was a major upgrade.

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.

- NGTC is in dialogue with the Georgia Department of Corrections and Lee Arrendale State Prison to discuss program placement options for on-site classes. Currently the only program under discussion is Horticulture.
- Lego Camps were conducted in June on all three campuses. As in past years, the campus were highly successful and booked to capacity.
- NGTC joined Habersham Chamber of Commerce in hosting an Existing Industry Breakfast on June 27, 2017.
- Mr. Story reported that he attended a joint meeting with NGTC, the Rabun County Development Authority, the Georgia Department of Labor, and the Rabun County School System. The purpose was for the Rabun County Development Authority to better understand and document the workforce development activities in progress, or planned, in Rabun County. The forum provided a good information exchange.
- Economic Development's new Small Business Outreach continues to evolve as Carol Jackson, Associate Vice President of Economic Development, travels around the service area offering hands-on assistance to small business owners. Initial reception from the business community is encouraging and we are already seeing the benefit of building strong relationships.
- The next Backyard Tour is scheduled for August 21, 2017, featuring Rabun County venues. The event coincides with the Solar Eclipse.
- A Business after Hours event is jointly scheduled with the Rabun County Chamber of Commerce on August 24, 2017, at the Adult Education Learning Center in Clayton.
- The second Annual Industrial Summit is scheduled on November 2, 2017 and will be held in Clegg Auditorium on the NGTC Clarkesville campus. Board members are welcome to attend.

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.

- Mrs. Ward reported the Adult Education Department met the National Reporting System Enrollment Benchmarks for FY2017. Although it is early in the academic year, the department has already met almost 20% of the enrollment goals for the year.

- The first Regional Advisory Board for Adult Education met earlier today and was a successful meeting. All eight counties in the service area are represented. Ron Barden and Jane Brackett are members of the Advisory Board.
- Through a grant from Georgia WorkSource, the WIOA Youth Program continues work with Georgia Forestry Commission, Patterson Pump, Camp Fire and Coppermine's Pest Control to provide internships for WIOA Youth participants. We have hired people to bring in students age 16-24 years old. Childcare and transportation is provided so they can attend school, obtain their GED, enroll into a technical college, and receive assistance in getting a job. This also includes internships, whereby if a student gets in the program and they are enrolled at NGTC, they will receive a two week paid internship (paid out of grant money). Some companies have already signed on to provide internships. They will also become GeorgiaSoft certified, so they will have the essential soft skills to be successful. A Transition Specialist works with the students and develops career pathways when they start our program. This provides the student with a roadmap, which has proven to be successful, as instructors are included in the process.
- Work continues with WIOA and other agencies involved in the Gainesville One Stop. The Workforce Investment Act (WIA) requires that each service delivery area (there are 20 in Georgia) have at least one comprehensive or full service One Stop Center. This is a place where employers and job seekers can access a wide range of workforce services. It is designed to bring together a variety of separate partners to seamlessly provide an array of services. Our assigned region is Hall, so we are sending a staff member there one day a week. If someone comes into the One Stop for Adult Education, we will have representation. Earlier this week, Mrs. Ward and Amy Hulsey visited the site to look at ways to spotlight NGTC programs in the space.
- Mrs. Ward commented that she is continuing to seek a location for the Franklin County Learning Center. The challenge is that the space needs to be rent-free.
- GED graduation is scheduled for October 12, 2017 at 6:00 pm in Clegg auditorium. The board is invited to attend.
- NGTC will jointly sponsor a Business after Hours at the Rabun County Learning Center on August 24, 2017@ 5-7 p.m.
- Career Fairs are scheduled at the Adult Education Learning Centers below. Board members are invited to attend any for which they have an interest and availability.
 - Sept. 19, 2017 @ 9:30-11:30 am – Goodwill Center, 308 Habersham Hills Circle, Cornelia
 - Sept. 21, 2017 @ 9:30-11:30 am - Fannin County Learning Center, 71 Overview Drive, Blue Ridge
 - Sept 26, 2017 @ 10:00 am – 12:00 pm – White County Learning Center, 5702 Hwy. 117 E. Cleveland
 - Sept. 26, 2017 @ 5:00-7:00 pm – Rabun County Learning Center, 184 S. Main Street, Ste. 100, Clayton
 - Sept. 28, 2017 @ 9:30 am – 1:30 pm – Stephens/Franklin County – NGTC Currahee Campus, Toccoa
 - Sept. 28, 2017 @ 5:00-7:00 pm – Union/Towns County – Shirley Miller Building, 38 Blalock St., Blairsville

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.

- The "Move on When Ready" program has had a name change. Going forward, the program will now be recognized as "Dual Enrollment". TCSG is working to adapt the MOWR brand identity to the new one. They believe the new name is one that will be more commonly recognized.
- Brittany Schenck began work as the new High School Coordinator. She worked in this role at a previous employment, so it is good to have her at NGTC and working with the dual enrollment program.
- New Student Registration and Advisement was held on June 29, and July 31, with good participation.
- As of today, the enrollment count is a slightly over 2,900. This is the first day of Fall term, so it is still early to have a definite number. Last Fall the college experienced a significant increase in enrollment, which makes it more challenging to maintain those numbers. Faculty and staff are working hard to bring students in.
- There is a modest increase in the number of dual enrollment students. Last year there were 430, and as of today, the number is 458.

- Dr. King provided a brief snapshot of the impact that discontinuing the loan program had on Fall enrollment. After looking at data from last fall and spring terms, and drilling down through the information, we were able to determine the impact was minimal. There are only about 130-145 students who are no longer here this Fall and we cannot account for the reason. Efforts will continue to drill down through the information to identify.

Presidents Report: Dr. Ivester began his report by welcoming Rope Roberts and Dr. Jim Wade to the board, commenting that what they do in the community ties into what we do here at the college. He noted two new members have joined the Foundation Board of Trustees – Don Higgins from Habersham County, and Jana Cheek from Stephens County.

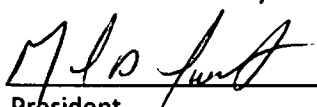
Dr. Ivester also welcomed Mindy Glander as the new Vice President for Academic Affairs. With past experience as a faculty member and Dean of Academic Affairs, Mrs. Glander brings a fresh perspective to the processes in Academic Affairs.

- Dr. Ivester shared benchmark and goal data with the board. This is information that Commissioner Corbin and he reviewed last month at his annual evaluation.
 - NGTC did well with high school enrollment. NGTC is best in the state with taking a dual enrollment student and transitioning them into technical college. We are at 32%, which is the highest in the state.
 - Our retention rate is third in the state.
 - NGTC also scored well in the areas of customized training and adult education.
 - There is room for improvement with our graduation rate. Dr. Ivester explained in looking at the state level graduation rate, how it is broken down between TCC graduates and Certificate graduates, and diploma and associate graduates, there is a large number of TCC graduates. NGTC is lacking in TCC programs. The reason our number appears low is due to the lack of imbedded certificates. We will begin looking for TCCs that can be Pell eligible and add those into programs so students can have another degree. Dr. Ivester commented it is not that NGTC is not doing well in graduating students; it is more about working the numbers.
- Dr. Ivester noted he is pleased with the current enrollment, and efforts will continue to keep every student possible.
- On September 20-16, Dr. Ivester will accompany Commissioner Corbin, Dr. Ian Bond, and Albany Tech president Dr. Parker, on a trip to the Waterford Institute of Technology in Ireland. He noted this presents a conflict with the scheduled board meeting on September 20. Dr. Ivester proposed the board meet as scheduled and one of the Vice Presidents will report on his behalf. If another conflict comes up within the year, the meeting would be rescheduled, as he does not want to miss more than one meeting per year. The board was in agreement with this proposal.
- Dr. Ivester has been asked to serve on the Executive Board of Community Colleges of Appalachia, a national organization. He is excited about the opportunity and believes it will be beneficial to our college.
- He thanked Chair Ron Barden and Vice Chair Rebecca Stovall for their attendance at recent college events, as it means a lot to the students and the college to see board representation. We are fortunate to have a board so engaged and interested in participating in college activities and events. The president's office will begin sending monthly updates of upcoming events to allow board members the opportunity to attend events in their area as they have an interest and availability.

That concluded President Ivester's report. With no further business, the meeting adjourned at 4:20 p.m.

Approval to Adjourn: *A motion to adjourn the meeting was made by Rebecca Stovall, seconded by Jane 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