

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes September 20, 2017

Members Present: Chair Ron Barden, Vice Chair Rebecca Stovall, Rebecca King, Jane Brackett, Chan Caudell, Rope Roberts, Kennon Yori

Members Absent: Mitchel Barrett, Dr. Jim Wade, Barry Roberts

Staff Present: Dr. Mike King, Vice President of Student Affairs; Carol Carson, Vice President for Administrative Services; Dan Pressley, Dean of Academic Affairs, Amy Hulsey, Director of Public Relations & Information; Carol Jackson, Associate VP of Economic Development; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Staff Absent: Dr. Mark Ivester, Mindy Glander, Rick Story, and Shelby Ward

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: Vice Chair Stovall offered the invocation.

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

Approval of Minutes: *There was a motion by Rebecca Stovall; a second by Chan Caudell, and the August 16, 2017 minutes were approved as submitted.*

Chair Report: Chair Barden reminded the board that Dr. Ivester is out of the country on a mission to the Waterford Institute of Technology in Ireland, along with Commissioner Corbin, Dr. Bond of the TCSG International Center, and Dr. Parker, of Albany Technical College. The purpose is to discuss future study abroad opportunities.

- A reminder of upcoming events include GED graduation on October 12, 2017 in Clegg Auditorium, and the Leadership Conference in Savannah on November 5-8. Judge Caudell took a moment to encourage attendance at the Leadership Conference, noting it is a good opportunity to learn about the direction of TCSG.
- Judge Caudell conducted the Oath of Office ceremony for Kennon Yori and Rope Roberts. Dr. Jim Wade was not in attendance at today's meeting. His Oath of Office will be conducted next month.

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

- Mrs. Hulsey reported there is a new wave of online digital ads focusing on enrollment deadlines. The campaign will run from October 1 - November 16. Having now completed a full year of digital advertising, she hopes to demonstrate in the coming months how successful the advertising has been in reaching targeted audiences.
- Work is underway for a new Foundation brochure for an internal and external campaign. The publication will debut the new giving levels and donation strategy for the 75th anniversary year.
- Adult Education vinyl billboards will be placed in each of the counties in our service area, through funds from TCSG. The advertising will focus on "Free GED Classes – Text MYTIME to 70700". The number refers the caller to a central state office that will then direct the call to NGTC Adult Education staff. The billboards should go up beginning in December.
- Visuals of the various NGTC programs are being transferred onto metal prints and logos into vinyl prints for the lobby and conference area of the Georgia Mountains Work Source Georgia One-Stop Career Center in Gainesville.

Athens Tech and Lanier Tech are also contributing to the marketing design in the new regional center. The photos and logos will be installed in advance of the One-Stop Open House on October 10, 2017.

- Two Friday Night Lights events have been held over the past month, with one in Stephens County and one in Habersham County. At each event, the NGTC tent was set up, and staff volunteers were present on both the home, and visitors' side to distribute college swag. This is a great way for NGTC to have a presence in our service areas. Mrs. Hulseley thanked Ron Barden for his attendance at the last two events. The next Friday Night Lights is on October 6, in Union County.
- Mrs. Hulseley exhibited a new TCSG television ad for technical education that began airing on September 18, 2017.
- The "Move on When Ready" 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 will be more commonly recognized.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided a status of the current financial report. Additional details are provided in the board materials.

- Ms. Carson reported on the August 31, 2017 financial report (17% of the academic year). The majority of revenue for the fall semester is reflected on the report. Under Local Funds, Auxiliary Services reflects the large number of books sold in the bookstore. On the expense side, she explained when a new year begins a determination is made of anticipated expenses such as travel, supplies, etc. Some of the information is pulled from historical information. The numbers are more of an estimate and may change as we go through the year and unanticipated needs arise.
- Since last month, NGTC has received funding from a USDA grant for \$25,000 from US Rural Development for the Engineering Department. The college will leverage additional funds of \$25,751 to match the grant. The funds are part of the USDA STEM grant application.
- Union General Hospital and Chatuge Hospital have given \$100,000 to the Foundation to hire a practical nursing instructor so NGTC can offer the practical nursing program at the Blairsville campus. An instructor has been hired and the program has begun.
- World Class Lab – NGTC received an allotment of approximately \$500,000 for industrial programs for the Currahee campus. This allows the college to obtain equipment it would not be able to purchase on its own. The funds come from TCSG bond money.

A motion to affirm the final Financial Report was made by Jane Brackett, seconded by Rope Roberts, and unanimously approved.

Academic Affairs Report: Dan Pressley, Dean of Academic Affairs, provided an update on activities. Additional details and updates are provided in the board materials.

- A new full time math instructor, Angela Cooper, was hired for the Currahee campus.
- The IT Department has been busy, closing out almost 500 service tickets in the last four weeks.
- The HVAC Program is relocating to the swing building by transportation.
- Christy Bivins was selected as the Dean of Health & Business (replacing Mindy Glander who transitioned into the role as Vice President of Academic Affairs).
- Adding to Carol Carson's report of the World Class Lab funds, Mr. Pressley commented that not only do the students benefit greatly from the equipment; but it also helps to expand our lab. Much of the purchased equipment supports the IST Program, some specific to robotics and some specific to plastics. He commented NGTC is the first in the country to be receiving one particular piece of equipment. The Amatrol 870 is the latest innovation for teaching advanced manufacturing skills. The system combines start-of-the-art technologies with an advanced mechatronics system, and allows students to learn how to set up, configure, and troubleshoot various types of issues. Mr. Pressley added that once the equipment is in place and set up, the board will be invited to come and watch it in operation.

- At the conclusion of Mr. Pressley's report, Rope Roberts commented how helpful Dan Pressley was earlier in the day, providing him with a tour of the classrooms in the Visual Tech building and allowing him the opportunity to sit in on several classes.

Economic Development Report: Carol Jackson, Associate Vice President of Economic Development, reported on behalf of Rick Story. Additional details and updates are provided in the board materials.

- NGTC is continuing discussions with the Georgia Department of Corrections and Lee Arrendale State Prison regarding program placement options for on-site classes. Currently, a horticulture program is under consideration and a budget proposal has been submitted. The proposal includes provision for construction of an on-site greenhouse.
- Dr. Ivester, Rick Story, and several staff from the IST and CNC Programs, met with Union County school official regarding available spaces on the Union County High School campus. The space will be used for teaching both curriculums as partnership programs.
- The Currahee Conference Center recently hosted a public meeting, which was part of a USDA grant procurement initiative underway to seek funding for an instructional program focused on plastics manufacturing. The meeting was well attended by both industry leaders and NGTC staff.
- The NGTC Blairsville campus hosted the Union County Chamber's Annual Luncheon in August. The event featured keynote speaker, US Senator David Perdue. The event was well attended and provided a good opportunity to showcase the Blairsville campus.
- The Small Business Outreach continues to be successful. Ms. Jackson reported she has finished with one business and currently has three more underway.
- The second Annual Industrial Summit is scheduled on November 2, 2017, in Clegg Auditorium on the NGTC Clarkesville campus. Board members are welcome to attend.
- The next Backyard Tour is scheduled on September 21, 2017, with an Oktoberfest theme, featuring White County venues.

Adult Education Report: Reporting for Shelby Ward, Carol Jackson provided a snapshot of activities. Additional details and updates are provided in the board materials.

- The new FY18 enrollment, under the National Reporting System, is set at 1,220. Currently, there are 262 enrolled.
- The Regional Advisory Board met for the first time in August.
- Ms. Ward attended the TCSG/OAE Adult Education Operations in Jekyll Island on August 21-23, 2017.
- The WIOA Youth program continues to work with GA Forestry Commission, Patterson Pump, Camp Fire, and Coppermine's Pest Control to provide internships for WIOA Youth participants.
- The Transition Specialist has set up Career fairs in White, Habersham, Towns/Union, Fannin, Stephens/Franklin, and Rabun for the month of September.
 - 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
- Search efforts continue for a new location for the Franklin County Learning Center.

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.

- Dr. King briefly provided a breakdown of the financial aid authorized for the fall term.
- There are currently 678 unduplicated graduates reported for FY2017.
- There are 2,716 students enrolled for fall term, representing NGTC's second highest fall enrollment over the past seven years. Although last fall's enrollment was higher, Dr. King commented that having a spike in enrollment definitely makes it more challenging to maintain. One of the contributors to last fall's enrollment was a larger influx of high school students. He stated we have been fortunate over the past three years to see a steady and modest increase from term to term.

Leadership knew that discontinuation of the federal loan program could possibly affect enrollment. However, after research and analyzing the numbers, it appears to have had only minimal impact. There has been a significant increase in students applying for a Georgia Student Access Loan (SAL). The SAL loan can be forgiven if the student achieves a 3.5 GPA. Dr. King reported seventy-four students have requested and received approval for the SAL loan. Eighteen students have applied for a Sally Mae Loan, an online private lender loan with more stringent criteria and smaller loan amounts.

- In other news, Dr. King announced that Kallan Williams, Director of Student Retention/Navigation has moved into the position of Director of Admissions/Registrar. The position was previously held by Dr. Michele Shirley, who has transitioned into a new role as Director of Administrative Services.

Presidents Report: Dr. Mike reported on behalf of Dr. Ivester, sharing highlights from the report in the board materials.

- During the month of August, Dr. Ivester and Craig Thurmond visited the University of Georgia Tifton campus to meet with Dr. Joe West, Assistant Dean, to explore adding an agriculture program at NGTC. This is a new area of interest for the college and we are excited about the potential opportunities.
- NGTC worked with the Franklin County School System on a College & Career Academy grant proposal, signing a letter of support for the grant. If approved, this could have a tremendous impact on Dual Enrollment opportunities.
- Due to Tropical Storm Irma and a State of Emergency called by the Governor, NGTC was closed September 11-12. Because of a power outage, the college remained closed September 13-14. Dr. King reported there were several large trees that fell on the Clarkesville campus during the storm and the Maintenance staff worked hard all week to clear the trees and debris and ensure the campus was safe. The Dining Hall staff also worked throughout the week to provide meals to the approximately 120 dorm students who remained on campus through the week.
- Dr. King called on Cynthia Brown, Director of Institutional Advancement, to share information on a recent donation. Mrs. Brown reported the Timmy Irvin family foundation has made a commitment of \$500,000 to NGTC to establish the Tommy and Bernice Irvin School of Agriculture. This could make quite an impact on future enrollment. A *Save the Date* will be coming out soon for a community announcement of the donation.

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