

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS
Meeting Minutes
October 18, 2017

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

Staff Present: President Dr. Mark Ivester; Dr. Mike King, Vice President of Student Affairs; Carol Carson, Vice President for Administrative Services; Mindy Glander, Vice President for Academic Affairs, Rick Story, Vice President of Economic Development; Shelby Ward, Dean of Adult Education; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Staff Absent: Amy Hulsey, Public Relations & Information Director

Guests: Auto Collision Instructors Neil Youngblood, and David Rice.

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: Mitchel Barrett offered the invocation.

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

Approval of Minutes: *There was a motion by Mitchel Barrett; a second by Jane Brackett, and the September 20, 2017 minutes were approved as submitted.*

Chair Report:

- Chair Barden called on Mindy Glander for introductions of Auto Collision instructors David Rice and Neil Youngblood. Mindy Glander presented a plaque to Mr. Rice and Mr. Youngblood from the National Automotive Technical Education Foundation (NATEF) for a successful program accreditation held on July 25, 2017. The program continues to meet the requirements for NATEF MASTER Accreditation, which is the highest level of achievement recognized by the NATEF Foundation. Mrs. Glander commented on the tremendous work done by Janet Lovell, Director of Institutional Effectiveness, the instructors, and everyone involved in the process. The board extended their congratulations to Mr. Rice and Mr. Youngblood on the successful accreditation.
- Judge Caudell conducted the Oath of Office ceremony for Dr. Jim Wade. Dr. Wade previously served on the board from 2007-2016 and has returned after a one year absence.
- Ron Barden commented on the GED graduation held last week, stating it was great to have so many board members in attendance.
- The Leadership Conference in Savannah is on November 5-8, 2017. The deadline for registration is next week.

Public Relations Report: PR Director Amy Hulsey was at a Peer Group meeting and unable to attend the meeting. Chair Barden encouraged the board to review the materials in their notebooks for current activities, updates, and press releases.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided an update of activities in her area, as well as the status of the current financial report. Additional details are provided in the board materials.

- The firm of Menefee Architects met with focus groups of students and faculty in late September to gather information on the design of the Campus Master Plan. The forum provided an opportunity for these groups to express their ideas on future needs of the college while addressing areas of improvement.
- Two items will go before the November State board. One is the fire alarm and sprinkler system. NGTC received money from the State to install fire alarms and sprinklers in five buildings. The other item is approval of a piece of equipment for the IST lab with World Class bond funds.
- Ms. Carson reported the college is on target with the budget for the first quarter of the year.

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

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

- Two new instructors have come on board - Lindsay Adams, Cosmetology Instructor at Clarkesville; and Oliva Etheridge, ASN Simulation Lab coordinator at Clarkesville.
- The Rick Perkins nomination process is currently underway. We anticipate selecting the NGTC Rick Perkins winner by the end of October.
- The IT Department continues to be busy, closing out 316 help desk tickets during the month of September.
- Accessibility Training is underway to bring the college into compliance with federal regulations. This training touches every department at NGTC.
- The ASN cohorts passed their board exams with the exception of two who have not yet tested. All but two have already secured employment in their field.
- The most recent Advanced EMT class received a 100% first time pass rate on their national exams.
- With the board's approval, Mrs. Glander will request approval from SACS to offer the below agricultural programs.
 - Sustainable Urban Agriculture Technician Certificate
 - Agribusiness Diploma
 - Agribusiness Associate Degree
 - General Agriculture Diploma
 - General Agriculture Associate Degree

A motion to proceed with the above programs was made by Dr. Wade, seconded by Mitchel Barrett, and unanimously approved.

Economic Development Report: Rick Story, Vice President of Economic Development, reported on activities in his department. Additional details and updates are provided in the board materials.

- Mr. Story attended the annual Georgia Economic Developers Association meeting in Savannah.
- REACH signing ceremonies were held on October 4, 2017 in Habersham County and Franklin County with Governor Deal. The REACH Georgia Scholarship Program is a needs-based mentorship and scholarship program designed to encourage students, starting in middle school, to persist in their educational pursuits. Students are provided with academic, social and financial support to graduate from high school, and go to college. At the signing ceremonies, REACH students sign contracts to maintain a certain grade point average, uphold good attendance, and meet with

mentors and academic coaches while remaining crime, drug and behavioral issue free. Rick Story attended the ceremony for Habersham County and Dr. Ivester attended the ceremony in Franklin County.

- Mr. Story participated in the Habersham County Community Development presentation in Atlanta on October 3, 2017. The presentation showcased Habersham County with specific focus on industry recruitment, highlighting community and regional assets such as North Georgia Technical College.
- Mr. Story met with representatives from the Tennessee Valley Authority (TVA) and the Fannin County Development Authority to discuss a communication certification that Fannin County is seeking through the TVA.
- The American Heart Association certifications and processing needs continues to increase (the department services three centers). Recruitment is underway for a new part-time staff member to assist with the increased demand.
- Mr. Story invited the board to the Economic Development Industrial Summit on November 2, 2017 in Clegg Auditorium on the Clarkesville campus. The theme for this year's summit is Apprenticeships.
- The Backyard Tours continue to be popular. There is one in process today featuring venues in Towns County. The next tour is scheduled on October 25, 2017 with Rabun County venues.

Adult Education: Shelby Ward, Dean of Adult Education, provided a snapshot of activities in her department. Additional details and updates are provided in the board materials.

- Under the WorkSource Georgia grant (formerly known as the WIOA grant), there are 46 students enrolled to date. The grant provides childcare, transportation, and a two-week internship. Through the grant, the department has hired an instructor that is going to all of the campuses and conducting GeorgiaBest training (a class devoted to teaching the ten soft skills that the Department of Labor has recognized as essential for the workforce).
- The new FY 2018 enrollment is set for 1,220. Currently there are approximately 350 enrolled.
- At the TCSG Literacy Conference in September, the NGTC Adult Education Department received three awards. One was for reaching all FY 2017 benchmarks, another was for the most use of volunteers for a small college, and the last was for having the largest growth in GED graduates for a school serving 200-400 graduates. ,
- Work is underway with Matt Adams, Assistant Principal for Franklin County High School, to temporarily relocate the Franklin County center to Carnesville and then move the center to the College and Career Academy at the high school in August 2019.

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 provide a breakdown of financial aid for the Fall term.
- Efforts are already underway in preparation for Spring term.
- Staff attended the TCSG Student Affairs Summit in Savannah earlier in the month.
- There are 704 graduates for Academic Years 2017, which is a 5% increase over 2016.
- 45 new students were assisted with Disability Support Services.
- FAFSA workshops were scheduled on October 10-11, 2017 to help students with financial aid applications.
- New Student advisement and registration for Spring term is scheduled for October 26, 2017.

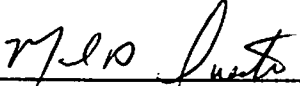
Presidents Report:

- President Ivester reported on his trip to Ireland last month. While there, he met with Professor Willie1234567890-Donnelly, President of the Waterford Institute of Technology (WIT). Professor Donnelly shared positive comments on how the NGTC students conducted themselves while on the study abroad program last June. Dr. Ivester toured a couple factories during his stay. He also reported that a chef from WIT would be coming to NGTC Curarhee for a fundraiser on March 16, 2018. The fundraising will go towards the next study abroad program. Areas for potential study abroad opportunities include culinary, horticulture and engineering.
- Last week, Dr. Ivester and Dr. King attended the Georgia International Awards ceremony in Atlanta, where TCSG received the prestigious award for best International Education Program.
- The Executive Team held a retreat in Blue Ridge last week where they had focused discussions on the campus master plan, program opportunities, college metrics, teambuilding, colleague survey, and other key topics.
- The naming and donation announcement for the Tommy & Bernice Irvin School of Agriculture was held on October 17, 2017. Dr. Ivester noted the \$500,000 donation from the Irvin family is a great way to start this important program for the college. With 300+ acres, NGTC has the resources needed to build a strong agriculture program. Dr. Ivester commented that Mitchel Barrett would accompany him on a visit to the Southern Agriculture Expo in Moultrie, Georgia this week along with Foundation Board of Trustees member, Joe Hatfield, and instructors Craig Thurmond, and Kevin Peyton. They will have the opportunity to look at some of the high tech equipment being utilized in agriculture today.
- Dr. Ivester reported the college is very active and involved in the local Chambers. NGTC staff serve on the board of five out of the eight Chambers in our service area.
- The former President's Home is under renovation. It has not been utilized as a private home in a number of years. In order to make the space more functional, the bedroom areas will be combined into a large meeting space. The den, living area, and kitchen will remain intact. The integrity of the home will be maintained, as it was built by the students from the school in the 1950-60's, using materials from the region. We anticipate using the space for board meetings, faculty meetings, and other groups.
- In closing, Dr. Ivester noted there is a lot going on, but still more work to be done as we move the college forward. He thanked the board for their support.

With no further business, the meeting adjourned at 4:05 p.m.

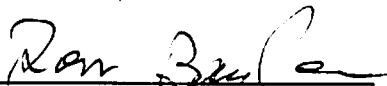
Approval to Adjourn: *A motion to adjourn the meeting was made by Rope Roberts, seconded by Jane Brackett, and approved by all.*

Minutes submitted by:



President
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors
North Georgia Technical College