

**NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS**  
**Meeting Minutes**  
**November 29, 2017**

**Members Present:** Chair Ron Barden, Vice Chair Rebecca Stovall, Mitchel Barrett, Dr. Jim Wade, Barry Roberts, Rope Roberts, Kennon Yori,

**Members Absent:** Jane Brackett, Rebecca King, Chan Caudell

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

**Guests:** Laura Jenkins, Sherry Seal, NGTC Flag Football Members.

**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 Barry Roberts; a second by Rebecca Stovall, and the agenda was unanimously approved.*

**Approval of Minutes:** *There was a motion by Rebecca Stovall; a second by Barry Roberts, and the October 18, 2017 minutes were approved as submitted.*

**Chair Report:**

- Chair Barden called on Dr. Mike King for introductions of the NGTC Flag Football team and supporting faculty/staff. Dr. King introduced Sherry Seal, Director of Campus Life at NGTC, and Laura Jenkins, faculty member and coach. He shared that NGTC has a long history with intramural sports, and over the years has competed twice at state and national level. On behalf of the Board of Directors, the team members were presented with a certificate of participation, and thanked for their time and efforts in representing NGTC.
- Chair Barden commented on the Medical Assisting and Pharmacy Tech pinning ceremony held on November 28. He also noted the great representation of students and faculty at the NGTC Annual GOAL and Rick Perkins breakfast conducted earlier today.
- Chair Barden and Vice Chair Stovall attended the TCSG Leadership Conference in early November and reported on the variety of Ted Talks provided. A few of the topics included cybersecurity, wearable technology, artificial intelligence, autonomous cars, and other relevant subjects. Mrs. Stovall commented on the need for a cybersecurity program in our area. Mr. Barden and Mrs. Stovall stated the conference is a great opportunity for board members to come together and learn what is happening in technical education.
- Mr. Barden presented the proposed board schedule for 2018 for approval.

*There was a motion by Dr. Jim Wade; a second by Barry Roberts, and the 2018 board schedule was approved.*

**Public Relations Report:** PR Director Amy Hulseley provided a brief update of marketing activities. Additional details are provided in the board materials.

- Mrs. Hulseley distributed copies of the new NGTC viewbooks.
- The State of Georgia is providing funding for seven new GED billboards (vinyl and digital) to advertise free GED classes. The billboards are located in Habersham, Rabun, Stephens, Fannin, Franklin, Union, and White Counties.
- Mrs. Hulseley commented on the tremendous job that Marketing Specialist Sarah Smagur has done since joining the staff last year. Among other projects, Miss Smagur is working on a general marketing video clip for NGTC.
- Plans are underway to coordinate NGTC Nights for the basketball season. Proposed dates are Saturday, December 9 (Franklin & Rabun); Saturday, December 16 (Stephens & Habersham); and Tuesday, December 19 (Fannin @ White). Details will be shared with the board as plans are finalized.
- Mrs. Hulseley invited the board to attend the Habersham County Chamber of Commerce Annual Banquet is on Monday, December 11, at 6:00 p.m. at the Piedmont College Student Commons Center. NGTC will receive the award for *Industry of the Year*. She asked that they notify Trudi Schubring by December 5, if they plan to attend.

**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.

- Ms. Carson reported on the financial report dated October 31, 2017 (33% of the year). Of note is the Governor's office has provided funding for cybersecurity and the college has received its first invoice for cybersecurity insurance.
- NGTC has submitted an energy usage report to the Governor's office. Staff are also preparing the 1099's as well as the Security and Immigration Report.
- The Porter Yearwood building was demolished, to make way for construction of the industrial Technology Center.
- Dr. Ivester, Michael Boyd, and Carol Carson recently met with civil engineers and architects to look at options for changing the entrance to the front of the Clarkesville campus.
- The Master Plan is close to completion, with anticipation of the final plan in January/February 2018.

*A motion to affirm the final Financial Report was made by Mitchel Barrett, 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.

- NGTC's Complete College of Georgia (CCG) Progress Report has been submitted. NGTC met TCSG's established benchmark of 632 CCG graduates for AY2017.
- The American Culinary Foundation Site reaccreditation site visit for Blairsville and Currahee was conducted in October, with no recommendations for either campus.
- NGTC is considering the addition of two new programs - a Business Management Degree and a Business Management Diploma. Mrs. Glander noted this is a repackaging of the Applied Business Technology Program.

*A motion to proceed with the Business Management Degree and Business Management Diploma was made by Dr. Jim Wade, seconded by Barry Roberts and unanimously approved.*

- Another program under consideration is a General Maintenance Mechanic TCC. Mrs. Glander provided some background history, stating she and Dr. Ivester recently met with Development Authority Directors from the service area. One of the issues discussed was the lack of trained workers to service the rental properties in Fannin and Union Counties. To meet the demand, NGTC is looking at adding a short-term program, which will include general plumbing, electrical, and other light maintenance training.

*A motion to proceed with the General Maintenance TCC was made by Rebecca Stovall, seconded by Dr. Jim Wade, 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.

- The Rabun County Backyard Tour previously scheduled in August (coinciding with the Solar Eclipse) was held this month. The Christmas Backyard Tour is scheduled on November 30, featuring venues in White County.
- Plans are underway for a Tactical Lean Course for manufacturers in the service area. The three-day course will include training on management practices and efficiencies using LEAN principles. The course will be offered on each of the three campuses.

**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.

- The WIOA Program is going well with 51 students enrolled to date in the program.
- The Adult Education Department currently has job openings for instructors in the Blairsville area for evening positions at the Detention Center.
- A new location for the Franklin County center has been secured. Franklin County High School has offered free space at the Carnesville Board of Education building in Carnesville. The space will provide a full classroom as well as a testing lab.

**Student Affairs:** 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 CTAE Director & Counselor Day was a success with good interaction and discussion. The event provides a good opportunity for NGTC and service area high schools to work together, particularly with dual enrollment and recruiting graduating students to NGTC.
- The annual Georgia Occupational Award of Leadership (GOAL) breakfast at NGTC was held on November 29, 2017, with nineteen students nominated by their instructors.
- The first of two New Student Registration/Advisement Days was conducted on October 26, 2017, resulting in 260 registrations. The second event is scheduled December 11, 2017.
- The TCSG Fall Students Conference was held in Atlanta on November 10, 2017, providing NGTC students with the opportunity to attend and receive training in leadership activities.

**Foundation:** Cynthia Brown, Director of Institutional Advancement, reported on activities in her area.

- Mrs. Brown reported that two new members recently joined the Board of Trustees - Don Higgins from Habersham County; and Jana Cheek from Stephens County. A new member from Rabun County, Janine Bethel, will also be coming onboard.
- The Foundation has assisted over 200 students for the fall term with books, tuition and fees.
- The internal campaign has been ongoing since October, and has met and exceeded the established goals.

- Mrs. Brown recently learned of a scholarship trust fund, designed for NGTC students graduating from the CNA program. Additional details will be forthcoming in the coming months. The fund is currently with the attorney.

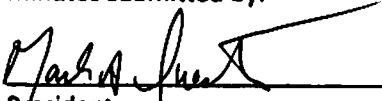
**Presidents Report:**

- President Ivester reported that Gov. Deal has nominated TCSG Commissioner Gretchen Corbin as the President and CEO of the Georgia Lottery Corp. Pending approval of the Georgia Lottery Corp. Board of Directors, this change will take effect on January 1, 2018. Matt Arthur, TCSG Deputy Commission, was nominated by Governor Deal to fill the position of TCSG Commissioner. Pending TCSG board approval, this change will also take effect on January 1, 2018. Dr. Ivester commented on the great job Commission Corbin did in building strong relationships with industry. He stated he is looking forward to TCSG's continued growth under the leadership of Matt Arthur.
- Dr. Ivester attended the Community Colleges of Appalachia (CCA) Conference in West Virginia recently. He commented on the perception of higher education in recent years. One topic discussed was currency of credits, i.e. the workforce is in need of skilled workers. Individual corporations are offering quality short-term management programs. Higher education is looking at ways to measure what an individual has learned on the job and giving credit. Policies will slowly change, as there is a clear need for workers with two-year degrees. Dr. Ivester further added there may be changes in federal policy in the coming years, as it relates to Pell loans. Currently, Pell is more for long-term programs, but with industry's need for workers, it may begin to offer loans for short-term courses.
- Dr. Ivester recently spoke to the Habersham EDC, where he shared the impact of NGTC in the community. He thanked those board members who attended the meeting, commenting on the importance to get out in the local community and share what we do.
- Dr. Ivester and Rick Story met with Rep. Terry Rogers to discuss the renovation of the gym. Staff are in the process of rewriting the capital outlay request for the project, which will include a health and wellness center serving both the campus and community, as well as a meeting space for local business and community organizations. The Student Life & Community Center would enhance overall student wellness, while fostering community connection and involvement.
- Dr. Ivester, Mindy Glander, and Janet Lovell, Institutional Effectiveness Director, will attend the Annual SACSCOC Conference in Dallas, TX next week. This is an excellent opportunity to learn what is going on in higher education and what NGTC can do on a local level to ensure we stay current.
- Dr. Ivester and Mitchel Barrett accompanied Joe Hatfield, Foundation Board Member, and co-owner of Fieldale Farms, to the Southern Agriculture Expo in Moultrie, Georgia. They were able to see the large equipment frequently utilized in agriculture. Georgia is in need of trained workers to operate the large computerized equipment on farms, which is something for the college to consider as we add our agriculture program.
- NGTC is doing a great job with marketing to the students. Board discussion included looking at marketing the college in a way that demonstrates to students and parents the programs offered, jobs associated with each program, the cost of the program, and income potential for each.

With no further business, the meeting adjourned at 4:20 p.m.

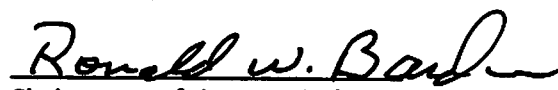
**Approval to Adjourn:** *A motion to adjourn the meeting was made Mitchel Barrett seconded by Rope Roberts, and approved by all.*

Minutes submitted by:

  
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 President

North Georgia Technical College

Approved by:

  
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Chairperson of the Board of Directors  
 North Georgia Technical College