

## NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

### Meeting Minutes

January 24, 2018

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

**Members Absent:** Rebecca King, Mitchel Barrett, Rope Roberts, Kennon Yori

**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:** Haley Bearden, Sandra Adair

**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:** Judge Chan Caudell offered the invocation.

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

**Approval of Minutes:** *There was a motion by Barry Roberts; a second by Rebecca Stovall, and the November 29, 2017 minutes were approved as submitted.*

#### **Chair Report:**

- Chair Barden called on Shelby Ward for introductions of the EAGLE (Exceptional Adult Georgian in Literacy Education) student and nominating instructor. Mrs. Ward provided a brief history of the EAGLE program that recognizes adult students who have demonstrated exceptional achievement in statewide adult education classes. She introduced this year's NGTC EAGLE winner, Haley Bearden, and nominating instructor, Sandra Adair. Miss Bearden shared her background and nominating story. In closing, she thanked the college for their support and belief in her, stating she is honored to represent NGTC in the competition.
- Chair Barden reminded the members to review the Ethical Responsibilities policy and sign the acknowledgement form, which is an annual TCDA requirement.
- Graduation is scheduled Thursday, January 25, at 6:00 pm at the Ninth Grade Academy.

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

- NGTC is hosting the Antique Region Car and Truck Show on August 17-18, 2018. Additional details on this event will be shared closer to the date.
- Rack cards for each program have been recreated and are displayed in a newly designed rack cardholder in the Clegg lobby. Ms. Hulsey invited board members who have not yet seen the updated Clegg Auditorium and lobby to stop by and see the new look.

- Car decals for each program have been provided to all instructors for distribution to their students. This is a great way for students to display pride in their school and program.
- This year is NGTC's 75<sup>th</sup> anniversary and planning is underway for a yearlong celebration, culminating with a grand event in October. Ms. Hulseley exhibited an anniversary logo, which was designed to use throughout the year. Past president, Dr. Judy Hulseley, is working on the development of a coffee table book, which will be sold through the Alumni Association. Monthly ads began in January to publicize the anniversary. Each month will feature an alumni from each program, spotlighting their story and success.
- A culinary St. Patrick's Day event is planned for Friday, March 16, 2018 @ 6:00 pm at the Currahee campus. Tony Barry, a chef from the Waterford Institute of Technology in Ireland, will be onsite to work alongside the culinary students and provide the dinner. Proceeds from ticket sales and a silent auction will go towards helping students with the cost of the study abroad program. The event is designed to be a fun, casual event with live music.
- The Blairsville campus is hosting an open house for the Early Childhood Department on Monday, January 29, 2018.
- Ms. Hulseley shared a new NGTC general promotional video, and one for the 75<sup>th</sup> anniversary of the college.

**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 presented the financial report dated December 31, 2017. There is no unusual activity to report.
- At the end of the calendar year, 1099's and W-s's were processed.
- A meeting is scheduled with the architects in February to finalize the master plan.
- Construction continues on the new Industrial Technology Center, with concrete walls going up.

*A motion to affirm the final Financial Report was made by Jane Brackett, 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.

- The Nurse Aid Training Program received no recommendations during its annual accreditation site visit in November.
- The Clinical Laboratory Program received no recommendations or deficiencies during its accreditation site visit in November.
- Dual enrollment courses continue to grow with 22 courses offered on eight high school campuses for Spring Semester, utilizing seven NGTC faculty and ten high school faculty.
- Ten students graduated from the inaugural Culinary Arts Program at the Lee Arrendale Transitional Center.
- Ms. Glander announced that Dan Pressley, Dean of Public Services and Technical Studies, is retiring at the end of the month. She invited the board to a retirement celebration for Mr. Pressley on January 29, 2018 from 2-4pm.
- Ms. Glander shared a video related to the NGTC/Goodwill of North Georgia Welding Cohort. She shared a brief history, stating in 2015, NGTC and Goodwill collaborated to fill a skills gap and offer second chances to those approaching release from the LASP correctional facility. After meeting with Goodwill, and Kubota, NGTC created a cohort to teach welding. The women received soft skills training through Goodwill and skills training through NGTC. Welding Instructor, Dusty Bolman, toured the Kubota plant to understand their process and needs and then created training that focused on production mig welding specifically. Forty women were trained in the cohort. On the last day of training, potential employers met with the students. Thirty-four of the students completing the program are now gainfully employed. Ms. Glander noted this has been a great partnership.

- Ms. Glander notified the Board of NGTC's intention to start an Automotive Technology Degree Program. The degree program will be for those students who wish to pursue a higher credential in the program. It will include courses that will transfer to a four-year college.
- Ms. Glander requested the board's approval of the Mission Statement, stating this is an annual SACS requirement.

*A motion to approve the NGTC Mission Statement was made by Dr. Jim Wade, seconded by Jane Brackett 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 November 2, 2017 Industrial Summit was successful with good attendance and overall positive feedback.
- The Driver's Ed Program received a new Kia for its fleet, trading in an older PT Cruiser.
- The Christmas Backyard Tour was conducted on November 30, 2017, featuring venues in White County.
- Mr. Story recently served on a workforce development panel discussion sponsored by the Georgia Mountain Regional Commission. Other panelists included Fieldale and the Georgia Department of Labor.
- The Leadership Boot Camps begin next week, with events planned for all three NGTC campuses.
- NGTC nominations for the 2018 Manufacturer of the Year are Osborne Wood and ASI.

**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 Youth Challenge Grant is moving along well, with 51 students enrolled to date. The students receive transportation, childcare, GED assistance, etc. Nineteen have completed their GED, and ten are currently enrolled at NGTC. Fourteen have received a job and three are doing internships. Kubota has been added as one of the interns.
- Search efforts are underway for a Franklin County paraprofessional at the learning center in Carnesville. Franklin County is donating the space at the old middle school to the program. Ms. Ward plans to work with the local Chamber of Commerce to plan a ribbon cutting for the facility.
- Ms. Ward and staff are working on marketing strategies to increase enrollment for White County.

**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.

- Dr. King shared information on financial aid authorized for Spring 2018 term. The HOPE Scholarship funds are for associate degree programs and the HOPE grant funds are for certification programs. He explained the large increase in HOPE Scholarship funds were due to the HOPE scholarship valuations for interdisciplinary study programs. Most healthcare students were coming into the certificate programs, but the program closed in December as part of a statewide effort.
- There are 525 Dual Enrollment students for this term.
- Commencement is January 25, @ 6:00 pm at the Habersham Ninth Grade Academy. Of the 188 students who applied, there will be 98 students walking.
- Dr. King and other NGTC staff attended the Behavioral Intervention Team training in Carrollton last week.

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

- Ms. Brown reported she is seeing numerous students who have jobs and do not have access to student loans. They are taking out emergency loans. She added they all have been diligent in repaying the loans.

- The NGTC Foundation recently received notification from TCSG that it will receive \$902 from the Gretchen K. Corbin Last Mile Fund. The fund was established to remove financial barriers preventing students from making progress towards their chosen technical certificate, diploma, or degree. TCSG determines the allocations and disburses the annual funds.
- As reported at the last meeting, Mrs. Brown learned of a scholarship trust fund designed for NGTC graduates who want to go into the nursing program. She is continuing to work with the attorney.
- Since Fall 2013, the Foundation has provided 766 students with a loan guaranty for a total of \$372,000.

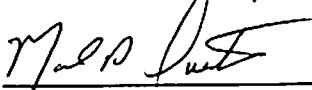
**Presidents Report:**

- President Ivester reported on the recent college closures due to inclement weather. Close attention is given to local school closures. The Governor's State of Emergency is considered foremost in any decision. Although not required to make up days missed, he noted that most faculty and staff continue providing services during closures.
- The recent Federal shutdown had no impact on the college. Although there are a few employees paid by the federal government, the money goes through the state and then comes to us as reimbursement.
- Dr. Ivester shared information on the Governor's budget. The capital outlay request includes \$91M. Our projects (gym, new health building) were not included. However, there is \$25M of major MRR funds, of which we may be able to receive a portion. The operations side of the budget remain relatively the same as the previous year. One item of note is that WorkSource Georgia is moving under TCSG.
- The new TCSG Commissioner, Matt Arthur, held his first President's Council meeting last week, where he shared the mission and vision of TCSG. Four things that are of immediate focus to NGTC include:
  - Enrollment – Ensuring NGTC has the right mix of programs and setting targets for each program. Faculty need to understand their goal. Dual enrollment will continue to increase exponentially and the college may need to look at ways to manage the growth.
  - Graduation – Although NGTC's graduation numbers are behind at the state level, Dr. Ivester explained the reason is we do not have as many technical certificates as many colleges. Work is underway to add to these, which will help with the numbers.
  - Compliance – Colleges spend a lot of time, money and efforts in compliance for SACS, program accreditations, admissions, financial aid, financial audits, etc. Compliance is important; however, the college may need to look at having dedicated staff to work on compliance requirements versus having staff spend half their time on compliance issues and half on the pipeline of students.
  - Community, Jobs, Workforce – It is important to engage the communities in what the college is doing. We must prioritize all activities using mission and impact on mission. NGTC is engaged in our communities and we are fortunate to have NGTC staff on most all of the Chamber of Commerce boards in the service area. Efforts will continue in getting the community engaged and we will focus on business/industry visits and follow up.

That concluded President Ivester's remarks. With no further business, the meeting adjourned at 4:15 p.m.

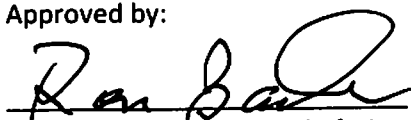
**Approval to Adjourn:** *A motion to adjourn the meeting was made by Rebecca Stovall, seconded by Barry Roberts, and approved by all.*

Minutes submitted by:



President  
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors  
North Georgia Technical College