

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

March 21, 2018

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

Members Absent: Rebecca King

Staff Present: President Dr. Mark Ivester; Carol Carson, Vice President for Administrative Services; Mindy Glander, Vice President for Academic Affairs, Rick Story, Vice President of Economic Development; Audra Jimenez, Financial Aid Director; Amy Hulsey, Public Relations & Information Director; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Guests: Daniel Hill, Stacie Bohannon, Staci Sulhoff, Dr. Fran Chastain

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: Rope Roberts offered the invocation.

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

Approval of Minutes: *There was a motion by Rope Roberts; a second by Jane Brackett, and the January 24, 2018 minutes were approved as submitted.*

Chair Report:

Chair Barden called on Dr. Fran Chastain, Dean of Student Affairs, for introductions of the NGTC GOAL and Rick Perkins winners.

The GOAL program recognizes Georgia students in technical colleges on academic excellence and personal achievement. The statewide program was initiated at NGTC in the early 1970's and continues through today. Local GOAL winners are selected at each of the state's 22 technical colleges. Nominees undergo a series of competitive speeches detailing why they chose technical education. Daniel Hill, an accounting student on the Clarkesville campus, was named NGTC's 2018 GOAL winner.

The Rick Perkins Award for Excellence is a statewide program that honors technical education's outstanding instructors who make significant contributions to technical education through innovation and leadership. Instructors are nominated by their peers and submit their answer to a single question, "Why I chose to teach in technical education." Stacie Bohannon, Medical Assisting Instructor and Health Sciences Department Chair, was selected as this year's winner.

The board congratulated Daniel Hill and Stacie Bohannon. The state winners for both awards will be announced at the TCSG Leadership Conference in Atlanta on April 25.

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

- A new marketing campaign has been launched, spotlighting a program alumni each month. The campaign's focus is to draw attention to the college's 75th anniversary.

- New billboards with the 75th logo are going up. The Habersham billboard is currently up and Stephens and Towns counties billboards will go up in April.
- An event through Student Life, *Take Back the Night*, will take place on Friday, April 20, to raise awareness for sexual violence. The event includes a keynote speaker, campus walk, and a family friendly movie on the lawn.
- A fundraising luncheon for the study abroad program will take place on the Blairsville campus on Thursday, April 19. Tickets for the special “Southern Comfort Lunch” are \$10 and must be purchased in advance. Proceeds will go towards the culinary students study abroad trip to Ireland.
- An Early Childhood Open House will be held on the Clarkesville campus on March 22. The Currahee campus will host an open house in April.

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 February 28, 2018 (67% of the year). She pointed out that the college has received money through the Perkins funds. She explained the carryover allotment of Perkins funds comes from TCSG. They take the money left from the prior year and reallocate it to the colleges.
- The college has received approval from TCSG for additional money from the Blairsville construction money. The college has received approximately \$23,000 to do some re-carpeting, and that project will soon begin.
- Ms. Carson provided an update on the signage for Currahee, stating that upon DOT’s approval of the location, installation will proceed.

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.

- The Culinary Arts Program, both Blairsville and Currahee campuses, received exemplary status on their accreditation visits from the American Culinary Federation.
- The Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP) approved the Paramedicine Program for initial accreditation.
- Mrs. Glander reported on the success of a co-requisite model for English and Math. Many students test into learning support status. Over the years, faculty have looked at ways to move the students through the support classes and into their program level classes. In order to accelerate the process, the college is offering learning support in conjunction with the program class. Students receive program level instruction at the same time as taking learning support. This requires them to remain in class a bit longer and receive tutoring during the second part of the class. Due to the co-requisite programs in English and Math, 144 degree-level students and 37 diploma-level students were able to accelerate through their required courses.
- Faculty and staff have volunteered their time at several community events, such as Habitat for Humanity.
- Mrs. Glander requested approval of the following embedded TCCs effective Fall Semester.
 - *HAA1 Heating and Air Conditioning Installation Technician – Clarkesville Campus
 - *AE51 Automotive Engine Performance Technician – Clarkesville Campus
 - *AE61 Automotive Engine Repair Technician – Clarkesville Campus
 - *ALD1 Automotive Light Duty Diesel Engine Technician – Clarkesville Campus
 - *EM81 Electrical Maintenance Technician – Currahee Campus / UCHS
 - *BMO1 Basic Machining Operator – Clarkesville Campus / UCHS
 - MF41 MS Office Applications Professional – Clarkesville Campus
 - MW41 MS Word Application Professional – Clarkesville Campus

- *PR21 PC Repair and Network Technician – Clarkesville Campus
- NT21 Network Technician – Clarkesville Campus
- Approval was requested for an Advanced Manufacturing Systems Technology diploma program on the Currahee campus.

A motion to approve the imbedded TCCs and the Advanced Manufacturing Systems Technology diploma program was made by Rope Roberts, seconded by Barry Roberts and unanimously approved.

As an update on the Agriculture Program, Mrs. Glander reported the college is awaiting news from SACS. It is acceptable to proceed with marketing the program as long as any printed materials indicate the program is “pending SACS approval”.

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.

- Lean Bootcamps were conducted on Clarkesville and Currahee in January and February. Blairsville’s bootcamp will be conducted in April.
- Rick Story and Tim Bennett recently met with the new CEO of Goodwill of Northeast Georgia, Tim Parker. Mr. Parker was highly complementary of NGTC and the strong partnership between the two organizations.
- The department is working to create a leadership program, and is partnering with UGA’s Fanning Institute to develop curriculum for the new program.
- The Backyard Tours have been renamed *Discovery EdVenture Tours*. The tours will follow the original format and will begin this month with Habersham County venues.
- Brad Cagle recently attended a drone certification class in New York, which has enabled NGTC to become a certified drone creation location. NGTC is the only center north of Macon that can certify drone operators. Classes will be offered through the Continuing Ed Department.

Adult Education: Rick Story reported on behalf of Shelby Ward, and provided a brief snapshot of activities in the Adult Education Department. Additional details and updates are provided in the board materials.

- The numbers for NGTC’s Adult Education continue to be at the top for the state.
- Jackie Townley and Anne Cannestra were recently hired to work at the Carlton Detention Center.
- Mrs. Ward attended the EAGLE conference and the Student Success Academy pre-conference in March.

Student Affairs: Audra Jimenez, Financial Aid Director, reported on behalf of Dr. Mike King. Further detail and updates are provided in the board materials.

- 571 initial letters, 1,105 follow-up letters, and 325 acceptance letters were processed by Admissions staff.
- 4,098 FAFSA’s have been processed for the 2017-2018 academic year to date.
- 106 students participated in the January commencement ceremony.
- Graduation for the Blairsville campus is scheduled for May 14 (11:00 am) on the Blairsville campus and for the Clarkesville campus (6:00 pm) at the Georgia Baptist Conference Center.
- Student Affairs staff members participated in FAFSA Night at Habersham Central High School to assist students with completion of their FAFSA forms.
- NGTC’s High School Coordinators have gone into local high schools to participate in Mountain Education Center events such as “NGTC Night”, and “Apply to College Day”.

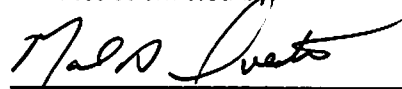
Presidents Report:

- President Ivester reported that at the last state board meeting a motion was approved to honor Dr. Judy Hulsey with the title of President Emeritus. Dr. Hulsey graduated from NGTC as a student in the 60's from the Cosmetology Program and then advanced her education, becoming the first female president in Georgia for technical education. She was responsible for promoting the vision of satellite campuses in Georgia. Dr. Hulsey will be honored and presented with a resolution at the April 6 State Board meeting in Atlanta.
- Dr. Ivester announced that the commencement ceremony in May has been relocated from the Habersham Ninth Grade Academy to the Georgia Baptist Conference Center. Although the new venue is not quite as centrally located, he believes it is a more fitting and appropriate venue for this special event.
- Dr. Ivester reported that NGTC is pulling out of Achieving the Dream (ATD). The college has been a part of this national initiative for the past four years. Dr. Ivester met with the ATD coaches at the ATD Conference in Nashville last month and notified them of the decision. The coaches are scheduled for a final visit to NGTC in May.
- A two-day executive work session was conducted in February, where the team had focused discussion on recruiting, applications, acceptance, enrollment, and graduation. Dr. Ivester noted that all efforts going forward would be tied to one of these five categories. The team also reviewed and examined all suggestions from the Enrollment Committee on maximizing enrollment. Other topics discussed at the work session included branch campus staffing, program additions/deletions, and master plan.
- In February, Dr. Ivester and Mindy Glander met with each program instructor to discuss enrollment and set enrollment goals for the fall. Dr. Ivester believes the meetings were highly productive and he looks forward to seeing how the meetings and goalsetting will impact enrollment for fall term.
- The college is moving toward a texting option, which will allow for better communication with students. Students respond much better to texting than to emails.
- Dr. Ivester shared student data slides, demonstrating where students are going after graduating high school. 22% are going into technical colleges, 26% are going to work, leaving approximately 40% potential for NGTC to recruit. Another slide demonstrated that five years after high school, only a small percentage obtain a degree level. The data confirms that there are numerous students out there to recruit.
- Dr. Ivester discussed apprenticeships, such as teaching welding classes on Fridays. A company could hire a person to work four days a week and attend classes at NGTC for eight hours on a Friday. Over a period of three semesters, that individual could earn a welding TCC and the company would have a trained welder. Apprenticeships would benefit both parties. The college is currently working with three companies that perform the same type of welding. A meeting is scheduled next week for continued dialogue.

That concluded President Ivester's remarks. With no further business, the meeting adjourned at 4:10 p.m.

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

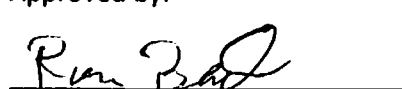
Minutes submitted by:



President

North Georgia Technical College

Approved by:



Chairperson of the Board of Directors

North Georgia Technical College