

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

June 20, 2018

Members Present: Chair Ron Barden, Vice Chair Rebecca Stovall, Rebecca King, Dr. Jim Wade, Kennon Yori, Julia Barnett

Members Absent: Jane Brackett, Chan Caudell, Barry Roberts, Mitchel Barrett, Rope Roberts

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; Dr. Mike King, Vice President for Student Affairs; Amy Hulse, Public Relations & Information Director; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Guests: Gilbert Barrett

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: Chair Barden offered the invocation.

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

Approval of Minutes: *There was a motion by Rebecca King; a second by Rebecca Stovall, and the April 18, 2018 minutes were approved as submitted.*

Chair Report:

- **Election of Officers:** Ron Barden and Rebecca Stovall are agreeable to serve a second year as Chair and Vice Chair. There was a motion by Kennon Yori, and a second by Julia Barnett and the motion was unanimously approved.
- Chair Barden welcomed new board members Julia Barnett and Gilbert Barrett. As a replacement for Jeremy Williams (Union County), Mrs. Barnett's membership was effective in June. Mr. Barrett represents Habersham County and begins his membership in July.
- The group was reminded there would not be a meeting held in July; the next regularly scheduled meeting is August 15.

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

- A new concentrated social media advertising push is underway during the summer months for fall registration.
- A Marketing Summit with TCSG and Cox Media is scheduled for July 18. Mrs. Hulse commented that marketing for the next budget year would focus more on social media campaigns with a smaller presence of radio and newspaper ads.
- A Crisis Communication Plan has been created and the Campus Safety Committee met and discussed the plan with the Habersham 911/EMA Director in early June. Similar meetings will be held with Stephens and Union Counties 911.
- Mrs. Hulse exhibited the completed video for the grant application for Auto Collision with the board. The grant would allow NGTC to acquire a nitrogen plastic welder, which would provide the students a competitive edge when seeking internships and employment.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, presented the financial report for May 31, 2018 (91.7% of the year).

- Activity in June not recorded on the May financial report:
 - Revenue from Federal Funds – The USDA Grant STEM Grant, through the Department of Agriculture for \$25,000 for equipment for the Engineering Department with a match from the college through local funds.
 - A mechanical unit for the Purcell Metals Building went out for bid and received approval at the June State Board meeting - \$142,343 Conditioned Air Systems – Bond MRR (second year bond that closes June 30).
- Another item going out for bid in June is for the texting software in the amount of \$40,000.
- The State Board approved the purchase of the .05-acre property across the street from the Mobley building. Upon approval by the State Properties Commission, the college will purchase the property from the Foundation.

A motion to affirm the final Financial Report was made by Kennon Yori, seconded by Rebecca King, and unanimously approved.

Annual 2019 Budget: Ms. Carson provided an overview of the 2019 budget. Highlights are listed below:

- The college planning process for the annual budget begins in January/February with a review of the current year's status, strategic plan, enrollment numbers, program evaluations, campus master plan, etc. Input is solicited from the executive team, program areas, and functional areas for the development of the supply and operating budget. Departmental budgets are finalized and revenues for the upcoming year are projected on current enrollment, new initiatives, new programs, etc.
- The college's state allotment is \$9,974,730, an increase of \$131,845 (TRS retirement system increase, a 4% employer cost increase).
- The budget is based on fall and spring enrollment of 2550 (includes 500 dual enrolled) with nine average credit hours, and on a summer enrollment of 1400 (includes 100 dual enrolled) and seven average credit hours. Other considerations include review of operating budget request forms for items such as equipment or maintenance requests that will be removed from the computation. The college relies upon bond funds and grant funds for equipment purchases. The salary budget is reviewed for vacancies to be filled. At this time, there are several positions that have been budgeted for mid-year if fall enrollment numbers justify the hires.
- The budget includes the same fee structure as FY18. Auxiliary revenues (dining hall, dorm, conference centers, etc.) are driven by enrollment, i.e. the fewer students enrolled, the less revenue in book sales, meals, etc.
 - Total Revenue Projection \$19,801,842
 - Projected Salary Expenses \$12,997,913
 - Total operating Costs \$5,226,751
 - Total Annual Budget \$19,801,852
- Ms. Carson commented on a change in the non-credit revenue in Economic Development. Under SB 377, the Office of Workforce Development will transfer from the Department of Economic Development to TCSG's umbrella. Additional revenue has been projected based on the opportunities for funding under the office of WorkSource Georgia. By realigning job duties, the Economic Development Department should be able to pursue these funding opportunities without additional expenses.

* No federal funds or grants are included in the revenue projections.

A motion to affirm the 2019 Budget was made by Dr. Jim Wade, seconded by Rebecca Stovall, 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 recently presented Fanuc CERT Handling Tool Operations and Programming credentials to ten students in the Advanced Manufacturing systems Technology program.
- The ASN pinned 28 students. Additionally, 11 out of 11 students passed their National Council Licensure Examination. Eighteen students in the Nurse's Aide program at Habersham Central High School received their cords at the CTAE award ceremony in May. Ten out of ten of the Habersham CNA students passed their certification exam.
- Mrs. Glander recently met with the new VP of Enrollment at Young Harris College regarding articulation. Mrs. Glander commented there has been quite a bit of movement recently with Young Harris and they are targeting some new business programs that will match well with ours.
- Blackboard Learning Environment – The federal government requires that all electronic communication with students and the public at large comply with Section 508 standards for accessibility. With recent ADA requirements, the college had to make some significant changes to course materials including all online classes. Faculty were educated on how to create ADA compliant documents, handouts, etc. The college has reached 75% compliance so far.
- Three Phi Beta Lambda (PBL) students were elected state officers and will hold three of the five state office positions. PBL will be taking 17 students to Baltimore for the national competition.

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.

- Seven students graduated from the Lee Arrendale Correctional Institute partnership program this month. They completed the customized soft skills and production-welding program.
- The introductory uSAS drone course was launched in May and has drawn a great deal of interest. Additionally, the department launched a Remote Pilot Knowledge Test Prep course in June. The course preps pilots for the Federal Aviation Administration (FAA) certification exam. FAA certification is required to fly drones.
- Apprenticeship outreach efforts have been well received with eight companies expressing interest to participate.
- Discovery EdVenture tours continue to be successful.
- Summer Logo Campus are in progress during June.
- The Annual Industrial Summit is scheduled for October 3, in Clegg Auditorium. The board is invited to attend.
- An hour-long informational session on the benefits of drone classes will be offered specifically for public safety personnel in August.

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

- The current National Reporting System (NRS) enrollment is 830.
- There are 72 students enrolled in the current WIOA grant. Twelve of the students are enrolled at NGTC. Twenty-six have received GED completions. Sixteen have received employment from participating in the program. The program is designed for 16-24 year olds. The department is working on another one for 24 years and older.
- The department has several job openings – a paraprofessional in Franklin County, GED Language arts, Social Studies and Science teacher for CCDC, and a Parapro (part time) for CCDC.
- 170 have passed the GED this year.

Student Affairs: Dr. Mike King, Vice President for Student Affairs, provided an update on activities in his area. Additional details and updates are provided in the board materials.

- Student Affairs staff presented at several high school events, including Rabun MEC Senior Dinner, and NGTC Day at Habersham Central high School.
- Commencement was held at the Georgia Baptist Conference Center in May, which was a different venue from past years. The venue worked out well with ample room for family and friends.
- The first of two Student Advisement days is scheduled for June 28. Staff are actively working towards getting students accepted and registered for fall term.
- Summer enrollment increased by 3.1% in comparison to last year.
- Upcoming events: SkillsUSA National Leadership and Skills Conference, and the PBL National Leadership Conference.

Presidents Report:

- President Ivester began his report by thanking the board for their participation in the commencement ceremonies in May. He commented he has not seen a more engaged and involved board in his tenure at the college.
- Campus safety continues to be a priority of the college and, as Mrs. Hulseley reported, a Crisis Communication Plan has been developed and shared with the Habersham County 911. Plans are underway to meet with the 911 Directors of the branch campuses as well. Dr. Ivester noted that the college conducts active shooter drills and training each year.
- Dr. Ivester spoke briefly on the Commissioner's priorities for the technical colleges.
 - Enrollment - reviewing our admissions policies to ensure we are not leaving students "on the table"
 - Teaching and learning - ensuring we meet our learning and teaching outcomes
 - Financial - budgeting conservatively and managing our resources wisely
 - Business and Industry - when industry thinks of workforce, they should think "NGTC"
- Dr. Ivester and a small group of TCSG presidents attended the June State Board meeting for a discussion on funding streams, ways to structure programs, and other topics. Dr. Ivester commented there is a lot of out-of-the-box thinking taking place at a state level in an effort to find solutions that enable students to be successful while maintaining accessibility and ensuring workforce development for business and industry.
- The college received notification from Casey Cagle's office that NGTC will receive funding of \$200,000 for an equipment barn for the Agriculture Program. Programs under the Agriculture umbrella will include Horticulture, Hydroponics, Poultry Science and Vineyard Tech. State-wide recruitment efforts are currently underway for an Agriculture instructor.
- Tim Bennett is transitioning back to Economic Development where he will focus on customized training for business and industry. Mr. Bennett served as the point person for Currahee since December 2017, in addition to his responsibilities as Director of Contract Training. Dr. Ivester commented on the great job he did at Currahee, however, the college needs his expertise and focus on industry, particularly as the service area is experiencing a growth in industry. Additionally, there is an opportunity to secure state funding for customized training. Cynthia Brown will move to Currahee where she will continue running the Foundation in addition to managing the branch campus.

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

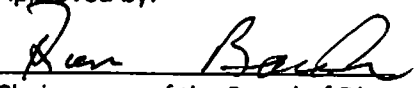
Approval to Adjourn: A motion to adjourn the meeting was made by Rope Roberts, seconded by Jane Brackett, and approved by all.

Minutes submitted by:



President
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors
North Georgia Technical College