

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

September 19, 2018

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

Members Absent: Rebecca King, Julia Barnett, Chan Caudell

Staff Present: President Dr. Mark Ivester; Mindy Glander, Vice President for Academic Affairs, Rick Story, Vice President of Economic Development, Dr. Mike King, Vice President for Student Affairs; Amy Hulsey, Public Relations & Information Director; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Staff Absent: Carol Carson, Shelby Ward

Guests: Craig Thurmond, Stephanie Smith, Mark Holmes

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 Mitchel Barrett; a second by Jane Brackett, and the agenda was unanimously approved.*

Approval of Minutes: *There was a motion by Janet Brackett, a second by Rebecca Stovall, and the August 15, 2018 minutes were approved as submitted.*

Chair Report:

- Chair Barden and the board welcomed Craig Thurmond, Horticulture Program instructor along with students Stephanie Smith, and Mark Holmes. Mr. Thurmond shared information on a recent project partnership with Hamilton Gardens at Lake Chatuge. The students were tasked with developing design plans for specific sections of the property. Requirements included repurposing existing plants, usage of perennials, and drought tolerant, low maintenance plants. The clients met with the students in the classroom for the final presentation, and were highly pleased. Mr. Thurmond noted the partnership for this project was mutually beneficial, providing the students with a real life experience of working with a client. Dr. Ivester attended the student's final presentation to the client, and stated he was impressed with the students' creativity and resourcefulness.
- Chair Barden and the board congratulated Amy Hulsey on her newly expanded position as Vice President of Community and College Relations.
- Chair Barden reminded the board to stay a few minutes after the meeting for a group photograph for the 2019 TCDA Directory.
- Chair Barden reminded the board of the upcoming Leadership Conference on October 29-31, in Savannah. A private tour of the Savannah Port has been arranged for the board members on Monday, October 29.

Public Relations Report: Amy Hulsey, Vice President, Community & College Relations, provided a brief update of marketing activities. Additional details are provided in the board materials.

- Planning efforts continue for NGTC's 75th Anniversary Celebration on October 20. Sponsorships to date total \$38,800. Dr. Ivester announced there would be a reserved section for the board to watch the entertainment and fireworks display. He asked that they RSVP to Trudi.

- Two Friday Night Lights have been held to date with positive feedback received on the stadium seat giveaways. Two additional events are scheduled on September 27 at White County High School, and October 5 at Towns County High School.
- Mrs. Hulsey called the board's attention to materials in the board notebooks, demonstrating the latest social media campaigns underway for targeted audiences. The social media campaigns will be switched out in late October/early November for the next semester.

Financial and Administrative Services Report: President Ivester reported on behalf of Carol Carson, who was attending a peer group meeting. Additional details are provided in the board materials.

- Dr. Ivester provided a brief summary of the financial statement, noting we are 16.7% into the year. He explained that summer tuition is split between the previous fiscal year and the current fiscal year, consequently the number reflects half of summer and all of fall semester. Although there was a slight decrease in enrollment (70 students down from last year), the college met its target number due to our philosophy of conservative budgeting. There was also a slight decrease in auxiliary services, partially due to a decrease in dorm students (approximately \$100K based on the number of students).
- Salaries and benefits are well within the budget, as the college continues to manage its resources wisely. We started the year with some carryover, and hope to receive some additional funding from the state.

A motion to affirm the final Financial Report was made by Mitchel Barrett, seconded by Rope Roberts, 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.

- Culinary instructor, Chris Bladowski, along with five students and two graduates, participated in a study abroad program at the Waterford Institute of Technology.
- NGTC's text messaging campaign was successful, reaching a large number of students through texting. The initiative also provided an opportunity to update student records with information received.
- Institutional Effectiveness completed documentation for the 5th year reaffirmation report for SACSCOC review.
- Faculty have been out in the community quite a bit, participating in multiple community projects. Mrs. Glander stated she is proud of the faculty and the time they spend with community members building relationships.
- Mrs. Glander requested the board's approval on a new program the college is starting, a Computer Forensics and Investigation Specialist TCC. She noted we already teach many of the classes in this teaching certificate, with only three classes that will need to be added to the faculty schedule. The program is designed to provide training in detecting and investigating computer related criminal activity and/or unauthorized use (cybersecurity).

There was a motion by Rebecca Stovall, and a second by Dr. Jim Wade to terminate the programs noted above, and the motion was 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 reminded the board of the Industrial Summit on October 3 at the Currahee campus. The program will focus on millennials in the workplace, and appreciating generational differences. There will be a panel discussion with HR managers and millennials. The Summit will also highlight the Advanced Manufacturing Technology Program, and participants will have an opportunity to tour the lab.
- Discovery EdVenture Tours continue to remain successful. The next tour is September 20, featuring Dahlenega sites.

Adult Education: Mindy Glander reported on behalf of Shelby Ward. She provided a snapshot of activities in the department. Additional details and updates are provided in the board materials.

- Adult Ed is working closely with Economic Development to offer a culinary class to 15 inmates beginning September 28. Four more classes will be offered between now and December 2019.
- Adult Ed employees attended CRASE (Civilian Response to Active Shooter Event) training, IT updates, and marketing, enrollment strategies and customer service training from a TCSG state representative.
- The Transition Specialist is working with county food banks to distribute flyers on the Adult Education Program.
- GED Graduation is October 18, at 6:00 pm in Clegg Auditorium. Mark Pulliam, Chief of Campus Police, will provide the keynote address.

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.

- Enrollment for fall semester is 2,627, a 2.7% decrease from last year.
- There was an increase in Dual Enrollment students for this term – 492 students. Most of those come from the high schools in our service area as well as some home schooled students.
- Dr. King shared the disbursement of financial aid for the Fall Term.
- 160 Summer Semester students have submitted applications for graduation.
- Following Dr. King's report, there was brief discussion regarding dual enrollment. Dr. Ivester commented the college strives to assist high schools that request our help, citing an example of NGTC's partnership with Habersham Central High School. The high school will bus students to the Clarkesville campus for the welding program. We will furnish the instructor, and the high school will provide the transportation. Our welding lab, with 100 stations, is one of the finest in Georgia.

Foundation Report:

- Cynthia Brown, Director of Institutional Advancement, shared information on a Cruise-In that the Alumni Association is sponsoring at the 75th Anniversary Celebration. Proceeds will benefit the Alumni Association Scholarship Fund.
- Mrs. Brown announced the Foundation has received an offer for a \$50K match donation. The college will work to find other donors who may want to provide the match funds. Dr. Ivester commented on strong year the Foundation has experienced with donations.

Presidents Report:

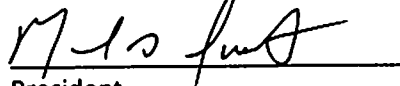
- President Ivester shared information on two projects submitted to the State. One was for a manufacturing facility on the Blairsville campus. He stated there are three manufacturing facilities in that area, and they all struggle with recruitment of skilled workers. We have purchased equipment and have a grant. We have spent some funding towards equipment at Union County High School. This would be for CNC, robotics and advanced manufacturing. Dr. Ivester stated the \$5.8M project did not make it to the commissioner's list. He plans to contact Senator Steve Gooch and make him aware of the issue and needs in that area. If Senator Gooch can help us get the planning money for the project this year, we may be able to get the project funded next year.
- The second project submitted to the State was for renovation of the Purcell Metal Trades Building. Once the existing equipment in the building is relocated to the new Industrial Technology Center and the building is vacated, the college would like to renovate Purcell for construction trades (if a survey validates the need).
- Dr. Ivester shared that the college plans to move forward with conceptual drawings of the Cy Grant Gym, as he believes having these drawings will provide a better chance for funding.

- Dr. Ivester announced that at yesterday's Literacy Conference Opening luncheon, our Adult Ed Program received an award for the highest completion percentage for a small college (81%). He commented on the great job done by Shelby Ward and her faculty with hands-on, one-on-one training.
- At this month's State Board meeting, there was considerable discussion regarding the shortage of funding given to technical colleges versus funding received by the board of regents colleges. Technical colleges receive approximately \$3/sq. ft. and board of regents colleges receive over \$8/sq. ft. The pay scale is also very low for technical colleges, making it difficult to recruit and retain quality faculty and staff. Dr. Ivester noted State board members are ready to make a push for facility and personnel funding.

This concluded Dr. Ivester's report. With no further business or discussion, the meeting adjourned at 4:00 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