

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

October 17, 2018

Members Present: Chair Ron Barden, Rebecca Stovall, Mitchel Barrett, Kennon Yori, Julia Barnett, Gilbert Barrett, Dr. Jim Wade

Members Absent: Rebecca King, Jane Brackett, Chan Caudell, Rope Roberts

Staff Present: President Dr. Mark Ivester; Amy Hulsey, Vice President for Community & College Relations, Carol Carson, Vice President for Administrative Services, Mindy Glander, Vice President for Academic Affairs, Keith Powell, Vice President of Economic Development, Kallan Williams, Director of Admissions/Registrar; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Staff Absent: Dr. Mike King

Guests: Karyn Mullis, Gwinnett Technical College Board Member

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 Rebecca Stovall, and the agenda was unanimously approved.*

Approval of Minutes: *There was a motion by Dr. Jim Wade, a second by Gilbert Barrett, and the September 19, 2018 minutes were approved as submitted.*

Chair Report:

- The board congratulated Keith Powell, Vice President of Economic Development. Mr. Powell replaces Rick Story, who resigned to accept a position in Rabun County. The board also welcomed Karyn Mullins (via conference line). Ms. Mullins is a new board member of the Gwinnett Technical College, and working to complete her activities for board certification.
- Chair Barden reminded the board of GED graduation on Thursday, October 18 @ 6:00 pm in Clegg Auditorium. He also reminded the group of the Leadership Conference in Savannah on October 29-31.

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

- The 75th anniversary event is Saturday, October 20, rain or shine. Alumni will be recognized by their decade of attendance and photographs will be taken. There will be drawings for artist meet and greet tickets in advance of the event. VIP parking passes will be emailed to board members planning to attend.
- NGTC history books arrive this week and will be available for sale in the bookstore, and at the 75th anniversary event.
- The last of the NGTC Friday Night Lights have taken place, in White County and Towns County. All events were well received. Mrs. Hulsey thanked the board members for their assistance at the games.
- Social media ads for the Agriculture Program will begin soon.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided an update on activities in her department. Additional details are provided in the board materials.

- Ms. Carson presented the financial report dated September 30, 2018 (25% of the year). There are no major expenses or new revenue sources to report. She called attention to adjunct salaries, noting that due to the way the fiscal year runs, we are always behind in paying part time and adjunct personnel. That explains why the part time salaries are lower.
- Two significant software upgrades occurred during October: 1) the student information system (Banner); and 2) the financial processing system (TeamWorks), which is the state financial system.
- Staff are currently working on the Governor's Utility Report.
- The outdoor sign at the Currahee campus has been installed.
- In other news, the Clarkesville campus lost power Monday afternoon due to a car accident on Hwy 197, causing the cancellation of evening classes. On Tuesday, Clarkesville experienced a broken water line.

A motion to affirm the final Financial Report was made by Rebecca Stovall, seconded by 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.

- Currahee Culinary began a 10-week session of basic culinary skills and sanitation with a class from Arrendale Transition Center, in conjunction with Goodwill Industries.
- The Commission on Accreditation of Allied Health Education Programs awarded initial accreditation to the Paramedicine program.
- Horticulture's Fall Plant Sale is underway October 15-18, from 9:00 a.m. to 3:00 p.m.

Economic Development Report: Keith Powell, Vice President of Economic Development, reported on activities in his department. Additional details and updates are provided in the board materials.

- The Industrial Summit was well received, with approximately 120 in attendance from area high schools, development authorities, NGTC boards, and industry. Over 40 businesses were represented. Initial response was positive, and plans are underway for a formal debrief to gain additional feedback.
- Training classes continue to be successful with classes conducted in Excel, QuickBooks, forklift and aerial lift training, chemical, ladder and tool safety, noise awareness, and air quality. Brad Cagle's schedule is consistently booked.
- The next EdVenture Discovery tour will visit the Governor's Mansion and State Capitol. The tour is full, and a second tour will be scheduled due to the high volume of interest.
- Continuing Education has added a class, Growing Your Own Vineyard, in partnership with Cenita Vineyards.

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.

- Current enrollment is 385.
- The department is approaching the end of its three-year WIOA youth grant. They plan to re-apply for the grant.
- A culinary class will be offered through Economic Development. Inmates from the Arrendale Transition Center will be transported to the Blairsville campus for the class. The training will bring in approximately \$21,000 in revenue.
- The department is working to obtain signage for the White County Learning Center.

- The English as a Second Language class in Cornelia is growing. A total of 40 students were enrolled last year, and this year's enrollment has already reached that number to date.
- Adult Education recently underwent a monitoring visit from the State with no recommendations or required actions.
- GED Graduation is October 18. Mark Pulliam, Chief of Campus Police, will provide the keynote address.

Student Affairs: Kallan Williams, Director of Admissions/Registrar reported on behalf of Dr. Mike King, and provided an update on activities. Additional details and updates are provided in the board materials.

- 3,676 FAFSA's were processed for the 2018-29 academic year to date.
- There were 721 unduplicated graduates for AY 2018, representing an increase of 2.5% from last year.
- There are 342 students this semester using the Hope Career Grant, an increase of 100 students from last fall.
- Student Affairs has conducted Resource Fairs at all campus locations.
- CTAE Director & Counselor Day was held on October 9, providing an excellent opportunity to share NGTC information.
- Spring semester registration opens October 22.

Foundation Report:

- Cynthia Brown, Director of Institutional Advancement, reported on the 16th Annual Marvin Scobee Bridge Tournament. Marvin Scobee was a former Adult Ed instructor and strong supporter and advocate for the program. He utilized his hobby of playing bridge to benefit students who could not afford to pay for the GED exam. There is currently \$22,450 in the account, an amount that has accumulated over the years since its inception. Proceeds support the Marvin Scobee Scholarship Fund.

Presidents Report:

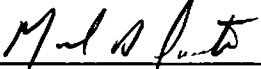
- President Ivester commented on the value that Keith Powell brings to the college as the new Vice President of Economic Development. As an engineering graduate with 23 years of experience in manufacturing, and leadership positions at Goodwill Industries, he will be very effective in meeting with industry leaders to learn the needs.
- Dr. Ivester called attention to a handout demonstrating the number of students in the service area, and how many are attending NGTC, and other technical colleges in the region.
- NGTC is initiating a college-wide initiative based on Stephen Covey's book, *The Four Disciplines of Execution (4DX)*. The initiative provides directing in setting and executing strategic goals and translating strategy into action at all levels of the organization. Keith Powell is leading the initiative and has already conducted a training session for 21 team leaders at the college. Dr. Ivester announced the college's goal is "Number of People Served", which includes credit, non-credit, and industry.
- The college is partnering with Georgia Soil and Water Conservation (GSWC) on a two-year soil health research project. The GSWC will plant cover crops, through several cycles, on 4 acres of the college's property. They will host field days, bringing in representatives from the community, soil & water districts, and other groups to showcase practices for building healthy soil. The project will provide good promotion of the college and is a great way to begin our agriculture program and build partnerships. Dr. Ivester thanked Gilbert Barrett for referring the GSWC to us.
- Dr. Ivester commented on the excellent job by Mark Pulliam as the Chief of Campus Police. Security continues to be priority for the college. He noted the college has spent considerable time and resources over the past several years on safety, such as the installation of cameras across campus. Recently, CRASE training (Civilian Response to Active Shooter Event) was conducted on all campuses. Dave Shanks, School safety Coordinator, for the Georgia Emergency Management Agency and Georgia Office of Homeland Security, conducted the in-depth training.

- The college and community is looking forward to NGTC's 75th anniversary celebration on October 20. Dr. Ivester noted this is a great time of reflection, as the institution has touched countless lives over the past 75 years. We are expecting a large crowd for the live concert and fireworks display.

This concluded Dr. Ivester's report. With no further business or discussion, the meeting adjourned at 3:45 p.m.

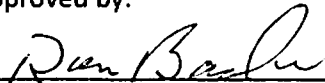
Approval to Adjourn: *A motion to adjourn the meeting was made by Gilbert Barrett, seconded by Rebecca Stovall, and approved by all.*

Minutes submitted by:



President
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors
North Georgia Technical College